



SAN CARLOS APACHE COLLEGE

Department of Human Resources

Non-Supervisor Performance Evaluation Form

(A)ccountability: *To enable the institution to chart its own course and successfully carry out its unique mission by acquiring independent accreditation, financial self-sufficiency and management autonomy.*

(R)espect: *To provide the Nnee an excellent higher education experience rooted in Nnee bi at'e.*

(R)esilience: *To rekindle the language, traditions, and culture of the Apache People.*

(O)penness: *To ensure the institution has the policies, processes, and resources required to maximize the success of every student.*

(W)isdom: *To achieve educational excellence through competitive and relevant academic programs as well as innovative teaching methods appropriate for different learning styles.*



Employee Information

Name:	ID Number:	Date:
Job Title:	Department:	
Reviewer:	Division:	

Purpose of Evaluation

Probation Annual Review Change in Supervisor Other _____

Rating Categories

Rating above or below the "Meets Performance" rating require justification in the comments section.

1	2	3	4	5
Poor Performance	Needs Improvement	Meets Performance	Above Average	Exceptional Performance
Does not meet expectations; goals unmet; knowledge, skills, and abilities not demonstrated; improvement needed.	Partially meets expectations; inconsistent aspects of performance requiring improvement to meet some goals.	Fully meets expectations; commendable performance that meets goals.	Exceeds expectations; performance consistently goes beyond meeting goals.	Exceptional performance; outstanding achievement that far exceed goals in all performance elements.

Part One: Review of Performance Elements

<p>Work Quality <i>(A)ccountability</i></p>	<p>Work products are professional, clear and comprehensive.</p>	
<p>Productivity <i>(R)esilience</i></p>	<p>Produces targeted outcomes and results efficiently and effectively.</p>	
<p>Customer Service <i>(Internal & External)</i> <i>(R)espect</i></p>	<p>Establishes and maintains good working relationships with customers, by understanding and responding promptly to customer needs and expectations.</p>	
<p>Functional/Technical Knowledge <i>(W)isdom</i></p>	<p>Demonstrates expertise in the functional aspects of the job.</p>	
	<p>Proficient use of work-related equipment, tools, and software and/or technology.</p>	
	<p>Understands, applies, and adheres to College Policies and Procedures.</p>	
<p>Communication <i>(Written, Oral, and Presentation)</i> <i>(O)penness</i></p>	<p>Uses clear and appropriate language in writing.</p>	
	<p>Verbally conveys information in a clear, accurate, and appropriate manner in a variety of situations.</p>	
	<p>Produces and delivers formal presentations to a variety of audiences, where applicable.</p>	

Teamwork/Interpersonal Relations/Flexibility <i>(O)peness</i>	Works collaboratively with fellow employees and colleagues to achieve identified goals and objectives.	
	Builds production rapport with employees at all levels within and outside the department. Treats others with respect, dignity, and fosters the value of diversity and inclusion.	
	Adjusts performance to accommodate changes in departmental direction and processes.	
Innovation <i>(R)esilience</i>	Explores and suggests new approaches and methods to achieve departmental goals and responsibilities.	
Problem Solving <i>(W)isdom</i>	Analyzes facts and data, using sound judgement, to arrive at effective solutions.	
Dependability/Self-Management <i>(A)ccountability</i>	Consistently adheres to work schedule and completes assignments in a timely fashion.	
	Demonstrates initiative by setting priorities, regularly completing work on schedule, and fulfilling commitments.	

Training Requirements <i>(W)isdom</i>	Completes training as required by the College and/or Supervisor.	

Part Two: Overall Performance Appraisal Rating *(circle one)*

Poor Needs Meets Above Exceptional
 Performance Improvement Performance Average Performance

Part Three: Summary Review of Employee Performance

Reviewer describes employee's major assignments and accomplishments, key strengths, any performance shortfalls, and other performance elements that characterize the employee's performance during the review period. Please include examples or supporting information below, add additional pages in needed.

Part Four (A): Performance Goals for Next Review Period

Reviewer identifies goals for upcoming review period to ensure continued contributions from the employee for success within the organization.

Part Four (B): Goals for Professional Development

Reviewer lists goals related to the employee's professional development. Consider the employee's performance improvement needs and action plan, training recommendations, future goals and expectations.

Required Signatures

- 1. Reviewing Supervisor: _____ Date: _____
Name and Title: _____
- 2. Admin. Reviewer: _____ Date: _____
Name and Title: _____

I have received and reviewed this evaluation of my performance. My signature below indicates neither agreement nor disagreement with this evaluation.

- 3. Employee Signature: _____ Date: _____

Employee's Comments