|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYEE NAME** | **EMPLOYEE ID#** | **REVIEWER’S NAME** | | **Date:** Click or tap to enter a date. |
| **EMPLOYEE JOB TITLE** | **DEPARTMENT NAME:** | **Review Period Start date**: **Review Period End date:** | | |
| **EMPLOYEE SIGNATURE DATE:** | | **REVIEWER’S SIGNATURE DATE:** | | |
| **COLLEGE-WIDE PERFORMANCE FACTORS** | | **RATING** | **COMMENTS** | | |
| 1. **Delivers Results that Impact College Benchmarks** *Example behaviors (Addendum)* | | 0 | **Click here to enter text.** | | |
| 1. **Customer Focus - Service to Students and Others** *Example behaviors (Addendum)* | | 0 | **Click here to enter text.** | | |
| 1. **Problem Solving** *Example behaviors (Addendum)* | | 0 | **Click here to enter text.** | | |
| 1. **Builds Trust** *Example behaviors (Addendum)* | | 0 | **Click here to enter text.** | | |
| 1. **Collaboration** *Example behaviors (Addendum)* | | 0 | **Click here to enter text.** | | |
| 1. **Communications** *Example behaviors (Addendum)* | | 0 | **Click here to enter text.** | | |
| 1. **Takes Initiative** *Example behaviors (Addendum)* | | 0 | **Click here to enter text.** | | |
| 1. **Organizational Commitment** *Example behaviors (Addendum)* | |  | **Click here to enter text.** | | |
| **JOB PERFORMANCE FACTORS** (Give 4 or 5 word identifier) | |  | **COMMENTS** | | |
| **1.** | | 0 |  | | |
| **2.** | | 0 |  | | |
| **3.** | | 0 |  | | |
| **4.** | | 0 |  | | |
| **5.** | | 0 |  | | |
| **INDIVIDUAL PERFORMANCE FACTORS** | |  | **COMMENTS** | | |
| 1. **Adheres to College Policies and Procedures** | | 0 |  | | |
| 1. **Adheres to College Safety Policies and Procedures** | | 0 |  | | |
| 1. **Completes Mandatory Training timely** | | 0 |  | | |
| 1. **Uses Leave Appropriately** | | 0 |  | | |
| 1. **Accountability** | | 0 |  | | |