|  |  |  |  |
| --- | --- | --- | --- |
| **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 |   |