

Western Iowa Tech Community College Support Staff Performance Evaluation

NAME: _____ DATE OF EVALUATION: _____
 POSITION: _____ DEPARTMENT: _____
 SUPERVISOR: _____ PERIOD OF EVALUATION: _____

Levels of Performance: E= Excellent A=Acceptable, NI= Needs Improvement, U= Unacceptable
 Comments are required in all areas as they are essential in evaluating employee performance.

1. **TRANSFORMATION:** Expresses interest in professional/career development; seeks out additional responsibilities; develops ways to improve current processes.

E	A	NI	U

COMMENTS:

2. **ENGAGEMENT:** Completes assigned tasks thoroughly and accurately; manages work and time to meet deadlines; works required hours with minimal absences; displays professionalism and a positive attitude.

E	A	NI	U

COMMENTS:

3. **COMMUNITY:** Familiar with job responsibilities/knowledge; willing to learn new procedures and be cross-trained; informs others of the status of work as necessary; accepts supervision.

E	A	NI	U

COMMENTS:

4. **HARMONY:** Values people, respects human rights; communicates effectively in oral and written communication; flexible and receptive to new ideas.

E	A	NI	U

COMMENTS:

GOALS and ACCOMPLISHMENTS: Employee should prepare and attach to this evaluation a list of the past year’s accomplishments and professional development activities, and their goals for the coming year.

COMMENTS:

GENERAL OVERALL STATEMENT - Strengths and areas for improvement.

Evaluator’s Signature: _____ Date: _____

Employee’s Signature: _____ Date: _____

Evaluator’s Supervisor’s Signature: _____ Date: _____

Signature acknowledges review of this evaluation, but not necessarily agreement with its content. A copy of this completed evaluation will be placed in the employee’s personnel file and a copy will be given to the employee. The employee may file, and have attached hereto, any comments regarding this evaluation. Such comments must be filed within ten (10) working days of this evaluation meeting by submitting them to the Dean of Human Resources, with a copy to the evaluator.

Our Values



Transformation
Better Lives. Transforming lives through quality education and commitment to community.



Engagement
Better Learning. Engaging individual learning enhanced by technology and real-world experiences.



Community
Better Together. Joining our collective strengths to drive innovation and progress.



Harmony
Everyone Better. Embracing a diverse and inclusive environment which welcomes, respects, and values all.