

Performance Planning and Evaluation System

Administrative and Professional/Technical Staff

**YEAR-END EVALUATION**

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|   |  |   |
| **Employee Name** |  | **S Number** |
|   |  |   |
| **Employee Job Title** |  | **Supervisor Name** |

**Evaluation Period:** May 1, 2023 - April 30, 2024 **Evaluation Phase**: Year-End

1. Core Work Competencies (Year-End Evaluation) The supervisor should rate the employee’s success in demonstrating each of the core competencies (*see competency definitions in the Evaluation Process Performance Planning instructions*) by placing a (x) next to the rating levels of Needs Improvement, Commendable, or Exemplary, and writing comments in the spaces provided for each. Comments are required for all year-end ratings. This section should be submitted to HR with the Final Overall Employee Performance Rating page by April 30.

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| 1. | Core Competency: | Planning, Organizing, and Coordinating |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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| 2. | Core Competency: | Interpersonal Relations and Communications |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments:  |
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| 3. | Core Competency: | Problem Analysis and Decision-Making |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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| 4. | Core Competency: | Demonstrates MCC’s Mission / Vision / Values |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [x] ExemplarySupervisor Comments: |
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| 5. | Core Competency: | Supervision / Management (Indicate N/A if not applicable) |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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1. Major Job Duties (Year-end Evaluation)

At the year-end evaluation, the supervisor should rate the employee’s success in accomplishing each job duty by placing an (x) next to the rating levels of Needs Improvement, Commendable, or Exemplary. The supervisor should consider the following: to what extent does the employee demonstrate occupational/professional competence, maintain/update job knowledge, work cooperatively with others, and meet a level of quality and quantity for each duty? Comments are required for all year-end ratings. This section should be submitted to HR with the Final Overall Employee Performance Rating page by April 30.

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| 1. | Major Job Duty #1: |   |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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| 2. | Major Job Duty #2: |   |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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| 3. | Major Job Duty #3: |   |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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| 4. | Major Job Duty #4: |   |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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| 5. | Major Job Duty #5: |   |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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1. Goals (Year-end evaluation)

Directions: At the year-end evaluation, the supervisor should rate the employee’s success in accomplishing each goal by placing an (x) next to the rating levels of Needs Improvement, Commendable, or Exemplary. In rating each goal, the supervisor should consider the following: to what extent does the employee meet individual, department, and/or college goals? Comments are required for all year-end ratings. This section should be submitted to HR with the Final Overall Employee Performance Rating page by April 30.

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|  | Goal #1: |   |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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| 2. | Goal #2: |   |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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| 3. | Goal #3: |   |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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| 4. | Goal #4: |   |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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| 5. | Goal #5: |  |
| Year-End Rating: [ ] Needs Improvement [ ] Commendable [ ] ExemplarySupervisor Comments: |
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1. **Final Overall Employee Performance Rating (Year-end Evaluation)**

The supervisor should indicate the overall performance rating for the employee’s year-end performance evaluation (Needs Improvement, Commendable, or Exemplary). The overall performance rating must be supported by the final individual ratings for the core competencies, job duties, and goals. *The second level supervisor’s signature must be obtained* ***before*** *the evaluation is presented to the employee.* After the evaluation has been presented to the employee, this page, along with the pages showing individual ratings and comments for core work competencies, major job duties, and goals must be submitted to HR by April 30, and a copy provided to the employee. In addition, the supervisor and employee should review the employee’s job description for accuracy and revise it, if needed. Note: Overall ratings of “Needs Improvement” also require a Performance Improvement Plan or Letter of Corrective Action.

**Supervisor Overall Evaluation Rating: Please mark one box with an “x”.**

[ ] **Needs Improvement** [ ] **Commendable** [ ] **Exemplary**

**Supervisor Justification for the Overall Rating (Mandatory):**

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**Job Description Review (Supervisor should check the applicable box):**

The employee’s job description has been reviewed by the supervisor and employee and is:

[ ] Accurate and no further action is necessary

[ ] Is not accurate and a revised job description will be submitted to HR by (insert date): Click or tap to enter a date.

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| Supervisor Signature / Date |  | Second Level Supervisor Signature / Date(If not VP or Higher) |

**Employee Comments (Optional) and Signature:**

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I have reviewed this appraisal and have been given the opportunity to discuss it with my supervisor. I have also had the opportunity to review my job description with my supervisor.

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| Employee Signature / Date |

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| Human Resources Signature / Date |