

**Performance Planning and Evaluation System**

**Classified Staff (April 2022-July 2023)**

**PERFORMANCE PLANNING**

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| **Employee Name** |  | **S Number** |
|  |  |  |
| **Employee Job Title** |  | **Supervisor Name** |
| **Evaluation Period:** April 1, 2022- July 31, 2023 |  | **Evaluation Phase:** Planning |

1. Core Work Competencies (Planning Phase): The supervisor should review the following Core Work Competencies with the employee (*see competency definitions in the Evaluation Process Performance Planning instructions*). The supervisor may add specific expectations or guidance on any of the Core Competencies during the Planning Phase. This section should be submitted with the Major Job Duties, Goals, and Performance Planning Phase Signature Page to HR by April 30.

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| 1. | Core Competency: | Communication (Oral/Written) |
| Supervisor expectations or guidance, if any: |
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| 2. | Core Competency: | Interpersonal Skills |
| Supervisor expectations or guidance, if any: |
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| 3. | Core Competency: | Customer Service |
| Supervisor expectations or guidance, if any: |
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| 4. | Core Competency: | Accountability/Integrity |
| Supervisor expectations or guidance, if any: |
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| 5. | Core Competency: | Job Knowledge |
| Supervisor expectations or guidance, if any: |
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1. Major Job Duties (Planning Phase): The supervisor and employee should work together to list a minimum of three major job duties for which the employee is responsible. This section should be submitted with the Core Competencies, Goals, and Performance Planning Phase Signature Page to HR by April 30. At the Mid-Year review, the supervisor should evaluate the employee’s progress toward fulfilling the Major Job Duties. If revisions to the duties are needed, the supervisor should indicate the changes on the Mid-Year Progress Review Signature Page.

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| Major Job Duty #1: |  |
| Supervisor expectations or guidance, if any: |
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| --- | --- |
| Major Job Duty #2: |  |
| Supervisor expectations or guidance, if any: |
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| --- | --- |
| Major Job Duty #3: |  |
| Supervisor expectations or guidance, if any: |
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| --- | --- |
| Major Job Duty #4: |  |
| Supervisor expectations or guidance, if any: |
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| --- | --- |
| Major Job Duty #5: |  |
| Supervisor expectations or guidance, if any: |
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1. Goals (Planning Phase): During the Planning Phase, the supervisor and employee should work together to list a minimum of three major goals for which the employee is responsible. Goals should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). This section should be submitted with the Core Competencies, Major Job Duties, and Performance Planning Phase Signature Page to HR by April 30. At the Mid-Year review, the supervisor should evaluate the employee’s progress toward meeting the goals. If revisions to the goals are needed, the supervisor should indicate the revisions on the Mid-Year Progress Review Signature Page.

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| **1.** | **Goal #1:** |  |
| Supervisor comments, if any: |
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| --- | --- | --- |
| **2.** | **Goal #2:** |  |
| Supervisor comments, if any: |
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| --- | --- | --- |
| **3.** | **Goal #3:** |  |
| Supervisor comments, if any: |
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| **4.** | **Goal #4:** |  |
| Supervisor comments, if any: |
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| **5.** | **Goal #5:** |  |
| Supervisor comments, if any: |
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Classified Staff

1. **Performance Planning Signature Page**

This form documents that the employee and supervisor have met to develop and discuss an annual performance plan. By signing below, the employee attests that they understand the performance expectations relating to their core work competencies, major job duties, and annual goals. This page should be submitted to HR, along with the Planning Phase pages listing the core competencies, major job duties and goals by April 30.

**Supervisor Comments (Mandatory):**

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**Employee Comments (Optional):**

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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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| --- | --- | --- |
|  |  |  |
| **Employee Signature / Date** |  | **Supervisor Signature / Date** |



Performance Planning and Evaluation System

Classified Staff (April 2022-July 2023)

**PERFORMANCE PLAN MID-YEAR PROGRESS REVIEW**

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| --- | --- | --- |
|   |  |   |
| **Employee Name** |  | **S Number** |
|   |  |   |
| **Employee Job Title** |  | **Supervisor Name** |
| **Evaluation Period:** April 1, 2022- July 31, 2023 |  | **Evaluation Phase:** Progress |

This form documents that the employee and supervisor have met to conduct a Mid-year Progress Review. By signing below, the supervisor and employee attest that they have discussed the employee’s progress toward meeting the Performance Plan expectations for core competencies, job duties, and goals. The supervisor should mark the appropriate boxes below and list any changes to the employee’s job duties or goals in the space indicated.

**The Performance Plan:**

[ ] Has been revised to reflect the employee’s job duties and relevant goals more accurately

 **(Mid-year changes to job duties or goals are listed here):**

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[ ] Remains pertinent to the employee’s position and the tasks they perform

**Supervisor Comments (Mandatory):**

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**Employee Comments (Optional):**

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**This signature page should be submitted to HR by January 31.**

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| --- | --- | --- |
|    |  |  |
| **Employee Name / S Number** |  | **Employee Signature / Date** |
|   |  |  |
| **Supervisor Name** |  | **Supervisor Signature / Date** |



Performance Planning and Evaluation System

Classified Staff (April 2022-July 2023)

**YEAR-END EVALUATION**

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

**Evaluation Period:** April 1, 2022 - July 31, 2023 **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 by placing a (x) next to the rating levels of Unacceptable (1), Needs Improvement (2), Effective (3), Highly Effective (4) or Exceptional (5), 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 July 31.

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| --- | --- | --- |
| 1. | Core Competency: | Communication (Oral/Written) |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
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| --- | --- | --- |
| 2. | Core Competency: | Interpersonal Skills |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments:  |
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| --- | --- | --- |
| 3. | Core Competency: | Customer Service |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
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|  |  |  |
| --- | --- | --- |
| 4. | Core Competency: | Accountability/Integrity |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
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| --- | --- | --- |
| 5. | Core Competency: | Job Knowledge |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
|  |

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 Unacceptable (1), Needs Improvement (2), Effective (3), Highly Effective (4) or Exceptional (5). 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 July 31.

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| --- | --- | --- |
| 1. | Major Job Duty #1: |   |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
| Click or tap here to enter text. |

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| --- | --- | --- |
| 2. | Major Job Duty #2: |   |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
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| 3. | Major Job Duty #3: |   |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
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| 4. | Major Job Duty #4: |   |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
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| 5. | Major Job Duty #5: |   |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
|  |

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 Unacceptable (1), Needs Improvement (2), Effective (3), Highly Effective (4) or Exceptional (5). 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 July 31.

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|  | Goal #1: |   |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
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|  |  |  |
| --- | --- | --- |
| 2. | Goal #2: |   |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
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| 3. | Goal #3: |   |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
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| --- | --- | --- |
| 4. | Goal #4: |   |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor Comments: |
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| 5. | Goal #5: |  |
| Year-End Rating:[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] ExceptionalSupervisor 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 (Unacceptable (1)**,** Needs Improvement (2)**,** Effective (3)**,** Highly Effective (4) or Exceptional (5)). Employees shall be rated based upon their overall performance and not upon quotas of the number of ratings in each of the five performance levels. *The second level supervisor’s signature must be obtained* ***before*** *the evaluation is presented to the employee.* Any evaluations resulting in an overall rating of Unacceptable (1), Needs Improvement (2) or Exceptional (5) will be reviewed by Human Resources for adequate support in the written evaluation and to assist with any applicable corrective or disciplinary actions required. 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 July 31, and a copy provided to the employee. Note: Overall ratings of “Unacceptable” require a Performance Improvement Plan or Corrective Action. An Overall rating of “Needs Improvement” may include a Performance Improvement Plan or corrective or disciplinary action.

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

[ ] Unacceptable [ ] Needs Improvement [ ] Effective [ ] Highly Effective [ ] Exceptional

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

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| Supervisor Signature / Date |  | Second Level Supervisor Signature / Date |

**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 |

**\*General Information Regarding Dispute Resolution:** An employee who disagrees with their plan or evaluation may have such reviewed via the CCCS Performance Management Dispute Process. Refer to CCCS Performance Management Dispute Process (located on the MCC portal) for specific information on the dispute resolution process.