**A blackboard sign outside of a building

Description automatically generatedEMPLOYEE DEVELOPMENT AND PERFORMANCE REVIEW PROCESS**

*(Full-time Staff)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Fiscal Year Covered*** | | |  | | |
| ***Employee Name*** | | |  | | |
| ***Employee Title*** | | |  | | |
| ***Supervisor Name*** | | |  | | |
| ***Supervisor Title*** | | |  | | |
| ***Date*:** | | |  | | |
| **The following Goals and Professional Development Plan sections should be completed at the beginning of the review period** *(July – September)* | | | | | | |
| **GOALS** (to be completed at the beginning of the review period, starting July 1) | | | | | | |
| *Instructions, to be completed at the beginning of the review period: 1) Employee drafts goals to be aligned with HCCC’s Mission, Vision, Values, Presidential Goals, and Strategic Plan; 2) Supervisor responds and provides comments; 3) Employee and Supervisor meet and agree on Employee’s Goals for the period covered.* | | | | | | |
| ***Employee’s Draft Goals*** | | ***Supervisor’s Comments*** | | | | ***Approved Goals*** |
|  | |  | | | |  |
| **PROFESSIONAL DEVELOPMENT PLAN** (to be completed at the beginning of the review period, starting July 1) | | | | | | |
| *Instructions, to be completed in the beginning of the review period: 1) Employee drafts what they want to accomplish for their professional development and support they would need; 2) Supervisor responds and provides comments; 3) Employee and Supervisor meet and agree on Employee’s Professional Development Plan for the period covered.* | | | | | | |
| ***Employee’s Draft Plan*** | | ***Supervisor’s Comments*** | | | | ***Approved Professional Development Plan*** |
|  | |  | | | |  |
| **The following Employee Self-Evaluation, Core Competencies and Performance Evaluation sections should be completed at the end of the review period** *(June)* | | | | | | |
| **EMPLOYEE SELF-EVALUATION** | | | | | | |
| *Instructions for remaining items to be completed (June): Employee begins the Performance Management Evaluation with a self-evaluation of goals and competencies.* | | | | | | |
| ***Employee’s Self-Evaluation of Goals and Professional Development Plan*** | | | | | ***Supervisor’s Comments*** | |
|  | | | | |  | |
| **CORE COMPETENCIES -** Please rate demonstration of each Competency from 1(Lowest) to 10(Highest). Place an **X** for the appropriate rating. | | | | | | |
| ***Communication***   * Effectively communicates orally and in writing. * Expresses ideas with logic and clarity. * Requests clarification to ensure understanding of others and listens actively to others. | | | ***Employee’s Self-Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:***  ***Supervisor’s Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:*** | | | |
| ***Accountability***   * Accepts responsibility for consequences of own actions. * Takes initiative and follows through on tasks and assignments; results driven. * Accepts additional responsibilities to meet the changing needs of priorities. | | | ***Employee’s Self-Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:***  ***Supervisor’s Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:*** | | | |
| ***Support for Diversity, Equity and Inclusion***   * Demonstrates ability to interact with a culturally diverse population, and a commitment to diversity, equity, and inclusion. * Engages with the college-wide community to leverage the value of diverse views and perspectives. * Illustrates and models behavior and action to support an inclusive and welcoming working and learning environment. | | | ***Employee’s Self-Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:***  ***Supervisor’s Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:*** | | | |
| **Institutional Commitment**   * Executes HCCC’s Mission, Vision and Values and meets the service standards of the unit. * Demonstrates a commitment to student success. * Identifies and meets the needs of students, students’ families, guests, visitors, faculty, and staff, as appropriate. * Acts courteously and professionally in all interactions including meetings and public events. | | | ***Employee’s Self-Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:***  ***Supervisor’s Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:*** | | | |
| **Job Specific Competencies**   * Understands and performs job requirements. * Demonstrates ability to do the work required of the position. * Knowledgeable of and follows College and unit policies/procedures. | | | ***Employee’s Self-Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:***  ***Supervisor’s Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:*** | | | |
| **Effective Management and Supervision (if applicable; otherwise skip)**   * Sets priorities and meets deadlines, demonstrates initiative, makes sound decisions, promotes atmosphere that encourages others’ growth, gains confidence and respect of colleagues. * Effectively communicates to staff the expectations for the performance of their job duties and responsibilities in alignment with HCCC’s Mission, Vision and Values, and the Strategic Plan. * Conducts ongoing performance management; demonstrates commitment to staff learning and self-development; and acts as a mentor and coach. * Takes accountability for fiscal management. | | | ***Employee’s Self-Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:***  ***Supervisor’s Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:*** | | | |
| **Visionary and Strategic Thinking (if applicable; otherwise skip)**   * Establishes and communicates a vision and strategy for unit, in support of HCCC’s Mission, Vision and Values, and the College Strategic Plan; aligns departmental and employee performance goals to the vision. * Anticipates future needs and trends and pursues new opportunities within the context of the strategy; prioritizes strategic opportunities. * Identifies inequities and works to remove barriers in achieving strategic goals. | | | ***Employee’s Self-Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:***  ***Supervisor’s Rating***   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** | |  |  |  |  |  |  |  |  |  |  |   ***Poor Acceptable Outstanding***  ***Comments:*** | | | |
| ***CORE COMPETENCIES:*** *Additional Employee or Supervisor Comments* | | | | | | |
| ***Employee Comments*** | | | | | ***Supervisor Comments*** | |
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| **OVERALL PERFORMANCE SUMMARY -** *Supervisor provides Overall Performance Summary for the review period.* |
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| **OVERALL PERFORMANCE RATING –** *Supervisor rates the Employee’s Overall Performance by placing an* ***X*** *in the appropriate field below.* |
| |  |  | | --- | --- | | 1. *Needs Improvement* |  | | 1. *Meets Expectations* |  | | 1. *Exceeds Expectations* |  | | 1. *Significantly Exceeds Expectations* |  | |
| **EMPLOYEE COMMENTS** |
|  |
| **Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Division Supervisor/**  **Cabinet Member’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |