**EMPLOYEE DEVELOPMENT AND PERFORMANCE REVIEW PROCESS**

*(Full-time Staff)*

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

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** |
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***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***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** |
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***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***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** |
|  |  |  |  |  |  |  |  |  |  |

***Poor Acceptable Outstanding******Comments:******Supervisor’s Rating***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** |
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***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***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** |
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***Poor Acceptable Outstanding******Comments:******Supervisor’s Rating***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** |
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***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***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** |
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***Poor Acceptable Outstanding******Comments:******Supervisor’s Rating***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** |
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***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***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** |
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***Poor Acceptable Outstanding******Comments:******Supervisor’s Rating***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***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.* |
|  |
| **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*
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| **EMPLOYEE COMMENTS**  |
|  |
| **Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Division Supervisor/****Cabinet Member’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |