

## LANE COMMUNITY COLLEGE CLASSIFIED STAFF PERFORMANCE EVALUATION

This form is used for annual evaluations (Spring of each year), or to end probationary periods of new employees

### Purpose

- Demonstrate Lane’s commitment to organizational excellence
- Provide an instrument to promote regularly scheduled, formal performance review for optimal professional development of all employees at Lane
- Strengthen communication
- Ensure goals and performance expectations are commonly understood
- Acknowledge performance achieved
- Create plans for performance adjustment where appropriate
- Align performance with **Lane Vision, Mission, Core Values and Strategic Direction**

### General Evaluation Factors

- |                    |                     |                     |              |
|--------------------|---------------------|---------------------|--------------|
| 1. Quality of work | 2. Quantity of work | 3. Knowledge of job | 4. Attitude  |
| 5. Initiative      | 6. Cooperation      | 7. Attendance       | 8. Diversity |

### Performance Rating Scale

The following 5-point rating scale is used in reviewing performance. Please write any comments next to each factor.

- 1 = Does not meet expectations
- 2 = Partially meets expectations
- 3 = Meets expectations
- 4 = Exceeds expectations
- 5 = Significantly exceeds expectations

### Process

- Step 1:** Classified employee and manager will each fill out the review instrument using data gathered from a variety of sources (i.e. Correspondence, documentation about performance such as kudos or complaints), and in alignment to the essential functions of the Job description and job classification, Professional Development Action Plan for that year, and Division/Department Specific Factors.
- Step 2:** Manager and classified employee **MUST** meet to go over the review together:
- a) Review that the Job Description is consistent with employee’s job classification, sign and get employee’s initials.
  - b) Discuss each evaluation factor and come up with final draft.
  - c) Manager will put together final review, and classified employee signs the review, employee may submit a rebuttal in writing for inclusion in their personnel file.
  - d) Manager sends signed original to Human Resources and give a copy to employee.
- Step 3:** If deficient performance issues were identified an Action Plan to Improve Deficient Performance (See Appendix A) will be created. This plan should include a strategy and action steps for remediation, time-lines and a follow-up date for review.
- Step 4:** Schedule a meeting within a month following review meeting to create a Professional Development Action Plan (See Appendix B) in collaboration between manager and classified employee. For this meeting the classified employee should bring their Professional Development Action Plan, identifying up to four proposed professional development objectives that meet their interests and enhance strengths and areas of weakness.
- Step 5:** Ideally, classified employee and manager should meet to review progress on the Professional Development Plan twice during the fiscal year.

### Section 1: Summary Page

	_____ Fiscal Year	
Employee Name: _____	Department: _____	
L #: _____	Job Title: _____	

<b>TYPE OF EVALUATION</b>	<input type="checkbox"/> Annual	<b>Outcome:</b> <input type="checkbox"/> Action Plan to Improve Deficient Performance: _____ <div style="text-align: right;">Due date</div> <input type="checkbox"/> Professional Development Action Plan: _____ <div style="text-align: right;">Due date</div>											
	<input type="checkbox"/> Trial Service	<b>Outcome:</b> <input type="checkbox"/> Grant regular status <input type="checkbox"/> Terminate employment											
Job classification has been reviewed. Both employee and manager agree the job description and job classification													
_____ Manager's Initials                      date		_____ Employee's Initials                      date											
<b>Average Rating per Factor:</b> (derived from average ratings from Section 2 & 3 by Evaluating Factors)													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>1. Quality of work</b></td> <td style="width: 50%;"><b>6. Cooperation</b></td> </tr> <tr> <td><b>2. Quantity of work</b></td> <td><b>7. Attendance</b></td> </tr> <tr> <td><b>3. Knowledge of job</b></td> <td><b>8. Diversity</b></td> </tr> <tr> <td><b>4. Attitude</b></td> <td><b>Division/Department factors</b></td> </tr> <tr> <td><b>5. Initiative</b></td> <td><b>Overall Rating is:</b></td> </tr> </table>		<b>1. Quality of work</b>	<b>6. Cooperation</b>	<b>2. Quantity of work</b>	<b>7. Attendance</b>	<b>3. Knowledge of job</b>	<b>8. Diversity</b>	<b>4. Attitude</b>	<b>Division/Department factors</b>	<b>5. Initiative</b>	<b>Overall Rating is:</b>		
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Your signature does not imply that you are in agreement with any or all of the evaluation remarks, only that you have been given an opportunity to participate in the process and have seen this review.													
General Comments: (Please feel free to use additional pages for comments if needed)													
_____ Supervisor's Signature                      Date		_____ Employee's Signature                      Date											

### Section 2a: General Evaluation Factors and Behaviors

Evaluation Factors	Behaviors	Rating
		1 = Does not meet expectation 2 = Partially meets expectations 3 = Meets expectations 4 = Exceeds expectations 5 = Significantly exceeds expectations
<b>1. Quality of Work</b>  Quality of work is demonstrated in understanding expectations, task completion, teamwork and collaboration, and customer service, consistent with the classification description	a. Asks questions, where needed, when work is assigned to assure understanding of expectations.	
	b. Presents error-free work.	
	c. Thinks independently to anticipate needs.	
	d. Meets customer's needs professionally.	
	e. Collaboration is practiced.	
	<b>Average rating:</b>	
<b>Comments:</b>		

<b>2. Quantity of Work</b>		
Quantity of work is demonstrated by meeting expectations for productivity in meeting Division/Department goals, consistent with the classification description.	a. Ability to multi-task	
	b. Adapts to changing needs	
	c. Ability to manage multiple priorities	
	d. Practices clear and open communications with manager and co-workers about work load	
	<b>Average rating:</b>	
<b>Comments:</b>		
<b>3. Knowledge of Job</b>		
Knowledge of job is demonstrated through decisions that result in optimal use of resources, consistent with the classification description.	a. Performs tasks with efficiency	
	b. Demonstrates confidence and confidentiality in making decisions related to work assignments.	
	c. Knowledgeable of resources available to complete tasks.	
	d. Knowledgeable of terminology associated with employee's field	
	e. Knowledgeable of effective and approved practices.	
	f. Participates in learning experiences to stay current in their field	
<b>Average rating:</b>		
<b>Comments:</b>		
<b>4. Attitude</b>		
An effective attitude demonstrated by open thinking with the intent of building understanding and partnerships, consistent with the classification description.	a. Explores differences to build understanding.	
	b. Engages in respectful dialogue, even on tough issues.	
	c. Takes steps to build trust.	
	d. Demonstrates assertiveness with a solution-based approach	
	e. Builds partnerships through supportive, direct communication	
<b>Average rating:</b>		
<b>Comments:</b>		

Evaluation Factors	Behaviors	Rating
		1 = Does not meet expectation 2 = Partially meets expectations 3 = Meets expectations 4 = Exceeds expectations 5 = Significantly exceeds expectations
<b>5. Initiative</b>	a. Works independently to meet identified and/or agreed upon outcomes	
Initiative is demonstrated with an eye toward what needs to be done and a willingness to participate	b. Thinks proactively about processes with an eye toward improvements that will optimize resources and meet Lane Strategic Directions	
	c. Seeks to understand the inter-relatedness of projects	
	d. Proactively seeks opportunities to enhance knowledge and skills with increased effectiveness	

willingness to participate fully, consistent with the job classification description.	e. builds partnerships of understanding across departments to compliment work efforts	
	f. Consistently demonstrates safe work practices	
	<b>Average rating:</b>	

**Comments:**

**6. Cooperation**

Working with others, with the intent of mutual benefit and excellence in product/service.	a. Looks for partnership opportunities	
	b. Shares information proactively	
	c. Integrates competing needs of self and others	
	d. Communicates priorities, proactively	
	e. Demonstrates flexibility in negotiating change to existing priorities and timelines	
	<b>Average rating:</b>	

**Comments:**

**7. Attendance**

Demonstrates reliability, consideration, information sharing in meeting agreed upon and contractual attendance standards.	a. Gives adequate notice of leave requests	
	b. considers the impact of leave requests on office operations	
	c. Meets attendance requirements	
	<b>Average rating:</b>	

**Comments:**

**8. Diversity**

Model and ensure diversity and cultural competency (respect, inclusiveness, reflecting, valuing, and welcoming of cultural differences) in all position responsibilities regardless of race, ethnicity, religion, gender, social class, sexual orientation, ability, nationality, age, language, origin, or employment status.	a. Models behaviors that promote an open, welcoming, inclusive environment, consistent with Lanes Core Values	
	b. Proactively promotes diversity among employees at Lane	
	c. Creates and maintains a respectful working/learning environment	
	d. Cultivates an accessible working/learning environment	
	e. Responses appropriately, intervenes as necessary when Lane Core Values are at risk.	
	<b>Average rating:</b>	

**Comments:**

**Section 2b: Division /Department Specific Factors**

