

NASHVILLE STATE TECH
Performance Review and Development Plan

EMPLOYEE:

DEPARTMENT:

POSITION TITLE:

REVIEW PERIOD:

PART 1: REASON FOR REVIEW (Please check one)

Annual Review Probation Other (Explain)

PART 2: REVIEW OF JOB DESCRIPTION

Employee Supervisor

The employee's job description has been reviewed and is accurate. (Attach a copy with dated initials of employee and supervisor.)

The employee's job description requires changes. A proposed job description is attached.

PART 3: DEFINITION OF LEVELS OF ACHIEVEMENT

- 5 = Outstanding** Employee consistently exceeds established standards and goals.
- 4 = Above Expected Standards** Employee consistently accomplishes objectives with occasional instances of exceptional performance
- 3 = Meets Expected Standards** Employee effectively performs job duties and position objectives
- 2 = Below Expected Standards** Employee sometimes meets established objectives, but lacks consistency.
- 1 = Poor** Employee meets established objectives only occasionally.
- N = Not Applicable** Does not apply to the position being evaluated.

PART 4: FINAL REVIEW SIGNATURES

I have completed an interview to discuss the overall performance results with my supervisor.
 My signature does not necessarily signify agreement with the results.

 Employee Signature

 Date

 Supervisor Signature

 Date

 President's Staff Signature

 Date

E = Employee S = Supervisor	5 = Outstanding 4 = Above Expected Standards 3 = Meets Expected Standards 2 = Below Expected Standards 1 = Poor N = Not Applicable
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Part 5: ESSENTIAL JOB FUNCTIONS (From Job Description)	E	S	COMMENTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Part 6: ACHIEVEMENT OF GOALS (If Applicable)	Function # (Part 5)	E	S	COMMENTS
1.				
2.				
3.				

E = Employee S = Supervisor	5 = Outstanding 4 = Above Expected Standards 3 = Meets Expected Standards 2 = Below Expected Standards 1 = Poor N = Not Applicable
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Part 7: EMPLOYEE PERFORMANCE

Organizational/Support	E	S	Comments
Adheres to college and departmental policies & procedures.			
Exhibits positive commitment to goals of dept. and college.			
Supports college efforts in the area of affirmative action/equal employment opportunity/diversity/Geier.			
Communication	E	S	Comments
Uses oral and written communication skills effectively to ensure understanding and enhance cooperation.			
Interacts effectively with individuals and groups; demonstrates tact and respect for others.			
Shares needed information in a timely manner.			
Professionalism	E	S	Comments
Accepts responsibility for assigned and assumed roles/tasks; minimizes blame of others			
Displays good reasoning and problem-solving skills.			
Follows instructions conscientiously and consistently.			
Addresses customers'/students' needs courteously, and efficiently.			
Plans ahead, schedules time wisely, and establishes priorities.			
Exhibits initiative through proposal of new ideas/improved methods of operation.			
Meets attendance and punctuality expectations.			
Completes assignments promptly and accurately with little or no supervision.			
Remains current in job-relevant knowledge and skills; seeks opportunities to improve self and work performed.			
Leadership/Management	E	S	Comments
Competently manages budget, supplies, or other applicable resources.			
Utilizes conflict resolution (human relation) skills to foster effective working relationships.			
Inspires respect, confidence, teamwork, and commitment.			

Delegates tasks, ensuring that employees are clearly and properly directed.			
Analyzes situations, evaluates alternative courses of action, and acts decisively.			
Overall Performance	E	S	Comments
Overall evaluation of job performance			

Part 8: The following categories are optional and should be completed by the employee and supervisor as applicable.
1. Strengths
2. Accomplishments
3. Growth Plan (If needed, supervisor addresses specific concerns & required improvements)