

Sandhills Community College

Staff Performance Evaluation Form

[to be completed prior to employee's evaluation at the request of the immediate supervisor]

This review is the supervisor's evaluation of _____'s employment performance for _____. The evaluation includes but is not limited to the staff member's effectiveness in meeting departmental benchmarks, scores on faculty surveys, job description, and peer evaluations as appropriate. A staff member may request the inclusion of a self-evaluation in this process.

Supervisor: _____ Date of Evaluation Conference _____

Describe any changes made to this employee's job description: _____

Positive aspects of this staff member's performance for this year:

Status of performance and professional goals – previous year:

Performance and professional goals – ensuing year:

Has the staff member's performance been satisfactory for this year? (Check one.)

yes no (see below) other (see below)

Suggestions/recommendations for improved performance:

Response by employee (as appropriate):

Signed:

Employee

Date

Supervisor

Date

Director/Dean

Date

Vice President

Date