

ANNUAL PLANNING AND EVALUATION FORM
for
ACADEMIC NON-EXEMPT STAFF

Employee Name: _____	Evaluation Period: (From) _____ (To) _____
Position title: _____	Department: _____
Date in position: _____	Date of Hire: _____
Supervisor/Reviewer: _____	Length of time reporting to this Supervisor/Chair: _____

Return completed evaluation to the Dean's office by: _____

The supervisor and staff member should each draft a statement addressing the following items, as they pertain to the staff job description. The form may be completed electronically with responses under each item, or paper copies may be submitted separately. The staff person's draft should be submitted to the supervisor prior to the evaluation review meeting. Submit the final collaborative evaluation to the Dean's office.

1. **Primary and ongoing job responsibilities:** Review job description. (Available from Human Resources) Comment on specific aspects of job performance that staff member has performed well. Note areas that are problematic and need discussion. Comment on job knowledge, decision making, resource management and supervisory skills as appropriate to this job.

2. **Additional job responsibilities:** Summarize staff person's involvement in tasks and activities above and beyond those that are typical within every academic year (for example, job searches, external reviews, promotion/tenure reviews, conferences).

3. **Address staff member's abilities in the following areas:**
 - a. **Communication (oral and written):** Effectively communicates with internal and external constituencies to anticipate problems and ensure effectiveness.
 - b. **Accountability:** Demonstrates responsible personal and professional conduct which contributes to the overall goals and objectives of the college.
 - c. **Initiative/Problem Solving:** Evaluates tasks and problems and selects appropriate courses of actions.
 - d. **Productivity/Planning:** Practices thoroughness, accuracy, dependability, and organizational skill.
 - e. **Working Relationships:** Works effectively with colleagues, faculty, students, outside community and campus community. Make note of any leadership or supervisory responsibilities.
 - f. **Service to CC and community:** Committee contributions, volunteer activities, classes taken, etc.

4. **Upcoming goals, priorities or activities:** Outline expectations for tasks, activities, departmental or individual goals anticipated to occur within the next year.

The job description for this position has been reviewed by staff member and supervisor.

_____ Job description is accurate	_____ Job description is modified and included with this evaluation. This evaluation is based on the modified job description.
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Supervisor's signature _____ Date _____

Employee's signature _____ Date _____