



COLORADO COLLEGE  
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### ANNUAL PLANNING AND EVALUATION FORM

(Please see "Guidelines" for directions)

**MISSION:** At Colorado College our goal is to provide the finest liberal arts education in the country. Drawing upon the adventurous spirit of the Rocky Mountain West, we challenge students, one course at a time, to develop those habits of intellect and imagination that will prepare them for learning and leadership throughout their lives.

Evaluation Period:		
(From) _____	(To) _____	Employee Name: _____
Position Title: _____		Department: _____
Date in Position: _____	Length of Time	Reporting to This Supervisor: _____

Yes	No	
		The job description for this position was reviewed and is current and accurate.
		A mid-year meeting was conducted to discuss goals and performance.

**Core Values:** Discuss and comment on how the college's core values relate to your department, this position, and this specific employee.

#### OVERALL COMMENTS (with attachments as needed)

Employee comments:
Supervisor comments:

#### OVERALL RATING FOR PERFORMANCE PERIOD

Directions: Add overall scores from PARTS II – IV:	+	+	+	=
	PART II	PART III	PART IV	TOTAL
Divide TOTAL by 3 (number of PARTS scored) for overall rating:				

#### SIGNATURES

Employee Signature/Date:	Supervisor Signature/Date:
HR Signature/Date:	Supervisor's Supervisor Signature/Date:



**PART II - CORE COMPETENCIES**

Assign a value of importance to each competency: 0 = not applicable, 1=not of high importance, 2= medium importance and 3= high level of importance. Assign a rating to each core competency. Multiply the value by the rating for a total weighted score for each competency.

Ratings: (1) Needs Improvement (2) Meets Expectations (3) Exceeds Expectations N/A (not applicable)

<b>Communication (Oral and Written)</b> – Effectively communicates with internal and external constituencies to anticipate problems and ensure effectiveness.	Value x Rating = Weighted Score		

<b>Accountability</b> – Demonstrates responsible personal and professional conduct which contributes to the overall goals and objectives of the college.	Value x Rating = Weighted Score		

<b>Initiative/Problem Solving</b> – Evaluates tasks and problems, and selects appropriate courses of action.	Value x Rating = Weighted Score		

<b>Safety</b> – Fosters and sustains a protective culture for safety, health and the environment.	Value x Rating = Weighted Score		

<b>Productivity/Planning</b> – Practices thoroughness, accuracy, dependability, and organizational skills.	Value x Rating = Weighted Score		

<b>Working Relationships</b> – Works effectively with colleagues.	Value x Rating = Weighted Score		

<b>Customer Service</b> – Works effectively with all constituents to satisfy service expectations.	Value x Rating = Weighted Score		

<b>Leadership</b> – Guides others, whether working in a group or individual setting.	Value x Rating = Weighted Score		

<b>Total of All Values in PART III =</b>			
<b>Total of All Weighted Scores =</b>			
<b>Overall Score for PART III (Divide total of all weighted scores by total of all values) =</b>			

*(If this is not enough space, please attach a separate document)*

Employee comments:

Supervisor comments:

**PART III - JOB-SPECIFIC COMPETENCIES**

Assign a value of importance to each competency: 0 = not applicable, 1=not of high importance, 2= medium importance and 3= high level of importance. Assign a rating to each competency. Multiply the value by the rating for a total weighted score for each competency.

Ratings: (1) Needs Improvement (2) Meets Expectations (3) Exceeds Expectations N/A (not applicable)

<b>Job Knowledge</b> – Skilled in job specific knowledge necessary to provide the appropriate quantity and quality of work in an efficient manner.	Value x Rating = Weighted Score		

<b>Strategic Decision Making</b> – Acts on and makes timely decisions with business and strategic direction.	Value x Rating = Weighted Score		

<b>Budget and Resource Management</b> – Manages the college’s financial resources wisely.	Value x Rating = Weighted Score		

<b>Management of People</b> – Effectively nurtures and develops employees through coaching, training and leading by example.	Value x Rating = Weighted Score		

<b>Other</b> – List additional elements of the job description not previously rated.	Value x Rating = Weighted Score		

<b>Total of All Values for PART IV =</b>		
<b>Total of All Weighted Scores =</b>		
<b>Overall Score for PART IV (divide total of all weighted scores by total of all values) =</b>		

*(If this is not enough space, please attach a separate document.)*

Employee comments:
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Supervisor comments:
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**PART iv – NEXT YEAR’S GOALS & OBJECTIVES**

Collaboratively identify goals and objectives for the upcoming review period. These goals and objectives should support the department’s objectives and reflect the CC Mission Statement, and may include professional development initiatives.

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**PART v - DEVELOPMENT PLAN**

Identify areas where opportunities for education, development, or growth may exist; and/or address specific actions that the supervisor can take to assist the staff member. *(If this is not enough space, please attach a separate document.)*