



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: _____		Date of Hire: _____
Supervisor/Reviewer _____		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.

#### DEPARTMENT MISSION

#### 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 I – COLORADO COLLEGE CORE VALUES**

In the following section, indicate whether or not the employee demonstrates behavior which supports the College’s Core Values. See examples of behaviors that reflect these values in Guidelines.

- Honor the life of the mind as the central focus of our common endeavor.
- Value all persons and seek to learn from their diverse experiences and perspectives.
- Practice intellectual honesty and live with integrity.
- Serve as stewards of the traditions and resources of Colorado College.
- Nurture a sense of place and an ethic of environmental sustainability.
- Encourage engagement and social responsibility at local, national and global levels.
- Seek excellence, consistently assessing our policies and programs.

Employee comments:

Supervisor comments:

**PART II – GOALS & OBJECTIVES**

List goals in order of importance, review goals and objectives from last evaluation; comment on the employee’s performance, and assign a rating to each goal.

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

Goal or Objective	Results Achieved	Rating

**Total of All Ratings for PART II =**

**Overall Score for PART II (divide total of all ratings by total number of goals listed) =**

Employee comments:

Supervisor comments:

**PART III - 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. (Bulleted statements are examples only.)

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

**Communication (Oral and Written) – Effectively communicates with internal and external constituencies to anticipate problems and ensure effectiveness.**

Value x Rating = Weighted Score

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- Demonstrates good listening skills
- Expresses ideas in a manner that will be clearly understood
- Communicates to ensure others are informed and current, as appropriate
- Written communication uses proper grammar, punctuation, and spelling
- Provides and accepts constructive feedback
- Other:

**Accountability – Demonstrates responsible personal and professional conduct which contributes to the overall goals and objectives of the college.**

Value x Rating = Weighted Score

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- Complies with department standards for requesting leave
- Accepts schedule changes and responds to special situations
- Uses and maintains all resources effectively and efficiently
- Accepts personal responsibility for decisions and actions
- Follows accepted work schedule and makes good use of available time
- Other:

**Initiative/Problem Solving – Evaluates tasks and problems, and selects appropriate courses of action.**

Value x Rating = Weighted Score

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- Develops and communicates creative ideas and processes
- Recommends and/or implements solutions rather than merely identifying problems
- Looks for ways to simplify procedures
- Obtains facts, analyzes situations, and makes appropriate decisions independently (within scope of position)
- Other:

**Safety – Fosters and sustains a protective culture for safety, health and the environment.**

Value x Rating = Weighted Score

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- Understands SH&E risks in the workplace and seeks to control those risks
- Ensures SH&E protection procedures are current and applicable, and follows them
- Reports accidents; unsafe, unhealthy and environmentally harmful situations, and seeks to make improvements
- Understands SH&E risks of the workplace and seeks to control those risks
- Other:

**Productivity/Planning – Practices thoroughness, accuracy, dependability, and organizational skills.**

Value x Rating = Weighted Score

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- Serves as a resource to colleagues
- Consistently produces work that is complete, accurate, and timely; shows attention to detail
- Volunteers for or willingly accepts additional assignments
- Demonstrates flexibility/adaptability within the work environment
- Planning is thorough, clear, and logical; establishes and manages work priorities effectively
- Other:

**Working Relationships – Works effectively with colleagues.**

Value x Rating = Weighted Score

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- Recognizes and appreciates the contributions of others
- Contributes to maintaining positive morale and motivation
- Encourages collaboration and contributes to the development, cohesion, and productivity of the department
- Displays a positive attitude and cooperation towards work and maintains a good rapport with all staff, students, and the public
- Relates effectively with co-workers, supervisor(s) and others; manages conflict with tact and diplomacy to achieve acceptable resolution
- Other:

<b>Customer Service – Works effectively with all constituents to satisfy service expectations.</b> <ul style="list-style-type: none"> <li>Follows up with customers as appropriate</li> <li>Provides prompt and friendly service to internal and external customers</li> <li>Acknowledges customers’ concerns; seeks to understand and is responsive to their needs</li> <li>Goes the extra mile; constantly challenges self to meet customers’ expectations</li> <li>Other:</li> </ul>	Value x Rating = Weighted Score		

<b>Leadership – Guides others, whether working in a group or individual setting.</b> <ul style="list-style-type: none"> <li>Creates a professional work climate that stimulates new ideas</li> <li>Motivates and leads others through teamwork</li> <li>Communicates confidence and trust in capabilities, commitment, and skills of others</li> <li>Supports and communicates organizational changes and adjusts practices as needed</li> <li>Takes a lead role in projects and activities as appropriate</li> <li>Other:</li> </ul>	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>	

Employee comments:

Supervisor comments:

**PART IV - 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. (Bulleted statements are examples only.)

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

<b>Job Knowledge – Skilled in job specific knowledge necessary to provide the appropriate quantity and quality of work in an efficient manner.</b> <ul style="list-style-type: none"> <li>Meets deadlines in completing work assignments</li> <li>Knows and follows applicable policies and procedures</li> <li>Uses work related equipment, tools, and technology effectively</li> <li>Participates in training and professional development opportunities and applies knowledge and skills learned</li> <li>Demonstrates the necessary knowledge, skills, and abilities to complete work assignments</li> </ul>	Value x Rating = Weighted Score		

<b>Strategic Decision Making – Acts on and makes timely decisions with business and strategic direction.</b> <ul style="list-style-type: none"> <li>Understands and anticipates internal and external client needs</li> <li>Assembles and evaluates relevant information to make appropriate recommendations</li> <li>Develops alternatives or takes actions consistent with College goals</li> <li>Has broad knowledge and perspective; can create competitive and breakthrough strategies and plans</li> <li>Looks toward the broadest possible view of an issue/challenge; thinks globally</li> </ul>	Value x Rating = Weighted Score		

<b>Budget and Resource Management – Manages the college’s financial resources wisely.</b> <ul style="list-style-type: none"> <li>• Understands and anticipates budgetary issues</li> <li>• Plans and executes yearly budgets accurately</li> <li>• Demonstrates sound fiscal management</li> <li>• Looks to save college resources when possible and suggests alternatives to spending</li> </ul>	Value x Rating = Weighted Score		

<b>Management of People – Effectively nurtures and develops employees through coaching, training and leading by example.</b> <ul style="list-style-type: none"> <li>• Plans and delegates work; effectively accomplishes work through others</li> <li>• Coaches and inspires staff to perform at high levels; encourages innovation</li> <li>• Encourages employees to develop necessary skills and promotes professional development opportunities</li> <li>• Communicates performance standards, expectations, and ongoing feedback, and constructively addresses performance concerns</li> <li>• Creates a work environment that supports employee contributions to the College; fosters excellence in team performance and customer service</li> <li>• Ensures fair and effective personnel practices in recruitment, employee relations, compensation and classification, and separation activities</li> </ul>	Value x Rating = Weighted Score		

<b>Other – List additional elements of the job description not previously rated.</b>	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>	

Employee comments:
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Supervisor comments:
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**PART V – 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 VI - 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.