

**Tri-County Community College
STAFF
Performance Enhancement Plan**

July 1, 20__ to June 30, 20__

GENERAL INFORMATION

1. Name _____
2. Title _____
3. Department _____

Time Line for the Performance Enhancement Plan

April 1

The Human Resources Department disseminates Performance Enhancement Plans to begin the evaluation process.
The employee completes the self-assessment section of the Performance Enhancement Plan.
The supervisor and employee meet to review the self-assessment section and set goals for next year.

May 1

The supervisor forwards the Performance Enhancement Plans through the appropriate channels ending with the appropriate supervisor. The supervisor reviews and submits the Performance Enhancement Plans to the Personnel Officer.

May 15 (during the month of May)

The president meets with each department vice-president/director to review personnel recommendations for the next year.

I. EMPLOYEE'S SELF-ASSESSMENT (Attach additional support documentation/comments if necessary.)

- A. Supervisor and Employee review job description and update if necessary (contact Personnel Officer).

Performance related to the essential functions stated on the employee job description.

Evaluate your performance based on the ten most important job tasks, duties, and responsibilities, as approved by your supervisor. (Example: types letters, completes reports, etc.)

- | | | | | |
|----------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Outstanding | Above Average | Average | Below Average |
| 2. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Outstanding | Above Average | Average | Below Average |
| 3. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Outstanding | Above Average | Average | Below Average |

4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outstanding	Above Average	Average	Below Average
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outstanding	Above Average	Average	Below Average
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outstanding	Above Average	Average	Below Average
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outstanding	Above Average	Average	Below Average
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outstanding	Above Average	Average	Below Average
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outstanding	Above Average	Average	Below Average
10. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outstanding	Above Average	Average	Below Average

II. SUPERVISOR'S ASSESSMENT-Part I

Self-Assessment Accepted

Additional Comments: _____

III. SUPERVISOR'S ASSESSMENT-Part II

Performance Characteristics: Evaluation

1. Knowledge of Work <i>Understanding of the work assignment, mastery of job skills.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exceeds Expectations	Meets Expectations	Needs Improvement
2. Dependability <i>Can be relied upon to meet work schedules, job responsibilities, and commitments.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exceeds Expectations	Meets Expectations	Needs Improvement
3. Productivity <i>Volume of work accomplished during this evaluation period.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exceeds Expectations	Meets Expectations	Needs Improvement
4. Quality of Work <i>Work is thorough, accurate, and meets specified standards.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exceeds Expectations	Meets Expectations	Needs Improvement
5. Works With Others <i>Shows respect, cooperates, and assists others.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exceeds Expectations	Meets Expectations	Needs Improvement
6. Initiative <i>Displays energy and determination in overcoming obstacles, solving problems, and keeping the work flowing.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exceeds Expectations	Meets Expectations	Needs Improvement

7. **Organizing and Planning**
Systematically plans time and work assignments resulting in minimal delays, waste, and duplication of efforts. Exceeds Expectations Meets Expectations Needs Improvement
8. **Judgment**
Actions and decisions are appropriate, based on sound reasoning and common sense. Exceeds Expectations Meets Expectations Needs Improvement

Total Overall Assessment _____

IV. PROFESSIONAL DEVELOPMENT PLAN

Supervisor's and Employee's Plan for the next year:

Examples: (a. Correct problems, if any. b. Provide for continuous professional development)

V: SUPERVISOR'S SUMMARY COMMENTS:

VI: EMPLOYEE'S SUMMARY COMMENTS:

SUPERVISOR'S RECOMMENDATION

(Check One)

- Renewal of Contract
- Remediation Needed (Documentation Attached)
- Nonrenewal of Contract (Documentation Attached)

Supervisor's Signature: _____ **Date** _____

Employee's Signature: _____ **Date** _____

**My signature indicates only that the evaluation has been reviewed with me. It does not necessarily signify my concurrence.*