

TSC Staff Evaluation

First Name:

Department:

Last name:

Supervisor Name:

Job Title:

Start Date:

ID#:

Status:

	Self-Evaluation Rating	Supervisor Rating
1. Knowledge, Skill Ability		
a) Demonstrates command of technical/procedural requirements of the job and keeps up to date with these as required.		
b) Demonstrates required knowledge and skills, appropriately asks for help.		
c) Shows readiness to try new ways and to meet new requirements		
d) Pursues learning opportunities (including compliance training) and skill development.		
Employee Comments:		
Manager Comments:		
2. Responsive and Focus on Service		
a) Shows service orientation: responds with a willingness to help internal or external constituencies. Shows respect toward those for whom service is being provided, including colleagues.		
b) Acts promptly on requests or assignments. Takes steps to ensure that request has been properly understood, including required time frame and delivery or response.		
c) Takes personal responsibility for outcomes; avoids excuses. Takes initiative to find answers and resolve problems within scope of responsibilities.		
d) Demonstrates commitment and sensitivity toward and appreciation of diverse populations.		

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Employee Comments:

Manager Comments:

3. Teamwork/ Collaboration

- a) Completes designated tasks as assigned. Acts in accordance with department objectives.
- b) Keeps co-workers informed of changes in process/procedures in the organization that could impact their jobs.
- c) Constructively responds to suggestion and feedback received from others.

Employee Comments:

Manager Comments:

4. Communication

- a) Listens to and understands explanations, directions and expressions of need, whether from students, subordinates, superiors, co-workers, or the public.
- b) Clearly expresses needs, explanations and directions to others with both written correspondence and verbal exchanges.
- c) Provides feedback; follows-up and keeps others informed; obtains information from others as needed to perform the job efficiently and effectively.

Employee Comments:

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Manager Comments:

5. Reliability

- a) On duty where and when needed; performs tasks within normal allotted time.
- b) Completes work accurately within prescribed deadlines.
- c) Demonstrates initiative and ability to work independently.
- d) Organizes resources, establishes priorities and organizes work to meet required deadlines.
- e) Effectively manages and completes records including applicable reports and human resources forms.

Employee Comments:

Manager Comments:

6. Interpersonal Skills

- a) Sets a positive example in work relationships
- b) Maintains self-control
- c) Accepts constructive criticism and takes responsibility for own actions
- d) Interacts appropriately and effectively with co-workers, students, and public.

Employee Comments:

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Manager Comments:

7. Performance

- a) Displays a positive work ethic
- b) Shows commitment and concern with how one's own actions affect the department's or organization's reputation
- c) Displays a sense of pride in work
- d) Employee's actions and behaviors are within the official scope of his/her responsibilities

Employee Comments:

Manager Comments:

8. Outcome Orientation

- a) Displays positive work ethic
- b) Shows commitment and concern with how one's own actions affect success
- c) Displays a sense of responsibility for results

Employee Comments:

Manager Comments:

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SUPERVISORY - leave blank if you are not in a supervisory role.

9. Behaviors Expected of Supervisors

- a) Gives clear instruction and explanation, both individually and in groups. Effectively conveys directions and College policy and rules; communicates decisions and requirements from higher management.
- b) Plans and scheduled duties and assignments; allocates tasks in a fair and efficient manner.
- c) Leads with a positive example and persuasion; gains cooperation through appropriate actions. Provides assistance and resources (when available) to facilitate staff in their duties.
- d) Trains and coaches effectively; provides feedback; makes effective use of performance assessment tools; supports and encourages employee growth and opportunities for promotion
- e) Makes good personnel decisions; differentiates employees accurately based on skill and performance; makes good decisions /recommendations in hiring, advancement and termination.

Employee Comments:

Manager Comments:

10. Administrative

- a) Assures all paperwork (leave forms, time sheets, evaluations) is accurate and timely
- b) Monitors employees scheduled regarding start/end times, breaks, location; takes action as needed
- c) Attends appropriate training offered by the College to improve and/or maintain supervisory skills
- d) Assigns staff effectively.

Employee Comments:

Manager Comments:

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GOALS

S.M.A.R.T Goal 1:

Context/Additional
Information:

Status:

Goal Score:

S.M.A.R.T Goal 2:

Context/Additional
Information:

Status:

Goal Score:

S.M.A.R.T Goal 3:

Context/Additional
Information:

Status:

Goal Score:

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REVIEW

Overall Supervisor Comments:

Overall Employee Comments:

Employee Signature:

Employee Signature Date:

Manager Signature:

Manager Signature Date: