

ALG Evaluation

Employee		Job Title	
Evaluated by		Evaluation Date	

Instructions:

Effective evaluation of job performance is an on-going process. Annually each manager or supervisor provides a summary of progress toward meeting job expectations and last year's goals. This form is to be used for annual evaluations, and at other times during the year when formal feedback is needed.

Part I – Goals from last year or last evaluation period

Rate the progress made on each of the goals established at the beginning of the period. Also include any new goals established during the evaluation period and note any modifications to the original goals.

Part II – Job Success Factors

These include key responsibilities and basic competencies related to the job as well as those agreed by ALG. Rate each factor based on performance during the period identified above. Also include in this section an overall rating for the employee

Part III – Goals for this coming year or evaluation period

Enter the performance goals for the next period to be evaluated. Individual goals and objectives should align with those of the department and the campus.

Part IV – Professional Development Plan

Enter any actions that will be taken by the employee or manager/supervisor to support the goals indicated in Part III above, or specific job success factors in Part II. The plan may include career growth, job mastery, or actions to correct performance.

Part V – Final Comments

Both the employee and the supervisor can add final comments related to performance and/or the evaluation process.

Rating Scale:

Score	Meaning	Description
5	Exceptional	<i>Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department, or District objectives. This rating is achievable by any employee though given infrequently.</i>
4	Exceeds expectations	<i>Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual goals were met.</i>
3	Meets expectations	<i>Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.</i>
2	Improvement needed	<i>Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. A professional development plan to improve performance must be outlined in Section 4, including timelines, and monitored to measure progress.</i>
1	Unsatisfactory	<i>Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. In Section 4, a plan to correct performance, including timelines, must be outlined and monitored to measure progress.</i>

Part I – Goals from last year or last evaluation period

<i>Goals</i>	<i>Rating (1-5)</i>	<i>Comments</i>

Part II – Job Success Factors

Rate how well the employee performs key responsibilities as articulated by ALG consensus and in the employee job description. Include employee success factors by reference to an attached copy of the job description, or paraphrase from the job description.

ALG Success Factors

<i>Key Responsibilities</i>	<i>Rating (1-5)</i>	<i>Comments</i>

Employee Success Factors

Key Responsibilities	Rating (1-5)	Comments

Considering ratings against goals and job success factors please provide an overall rating

Overall Rating(1-5)	<input type="text"/>
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Part III – Goals for this coming year or evaluation period

Progress toward meeting these goals will be reviewed at the time of the next evaluation.

Goal	Measure of Success

Part IV – Professional Development Plan

Part V - Final Comments

<i>Employee</i>

<i>Supervisor</i>

Signatures

<i>Employee</i>	<i>Date</i>
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My signature confirms that this evaluation has been discussed with me and I have received a copy of this evaluation. My signature does not necessarily indicate agreement with the evaluation.

<i>Manager/Supervisor</i>	<i>Date</i>
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The employee being evaluated is to receive a copy of the completed evaluation form and the signed original shall be placed in the personnel file.