

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
EMPLOYEE EVALUATION PROCESS**

Employee Name:

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
EMPLOYEE SELF-EVALUATION FORM**

Goal #1:

Result:

Mitigating Factors (if any):

Supervisor Comments:

Goal #2:

Result:

Mitigating Factors (if any):

Supervisor Comments:

Goal #3:

Result:

Mitigating Factors (if any):

Supervisor Comments:

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Behavior	Comments (include whether exhibits behavior, needs assistance, and what assistance can be provided and how.)	
	EMPLOYEE COMMENTS	SUPERVISOR COMMENTS
Service Excellence – extent to which the employee treat all customers (internal and external)with respect and courtesy by, for example, responding promptly and accurately to requests for information; follow up if employee does not know how to proceed; offer prompt service.		
Communication – how does employee effectively apply communication skills, oral and written; actively listen; keep others informed; speak and respond courteously.		
Collaboration - Works effectively as part of a team. Solicits input and assistance from others. Makes time to help colleagues. Exhibits courtesy and respect.		
Accountability and responsibility - Follows through on professional commitments (including attendance and punctuality) and takes personal ownership of one’s work.		

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Inclusion – Respects and values difference in others. Open-minded and flexible when dealing with change		
Expertise - Demonstrates the knowledge and skills that are needed to perform the job.		

Development Opportunity	Development Plan

Employee Signature

Date

Supervisor Signature

Date