PIERPONT COMMUNITY & TECHNICAL COLLEGE
EMPLOYEE EVALUATION PROCESS

EMPLOYEE NAME:

PIERPONT COMMUNITY & TECHNICAL COLLEGE
FACULTY 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:

PIERPONT COMMUNITY & TECHNICAL COLLEGE
EMPLOYEE EVALUATION PROCESS

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.		

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.		

Instructional Behavior	Comments (include whether exhibits behavior, needs assistance, and what assistance can be provided, and how)	
	EMPLOYEE COMMENTS	SUPERVISOR COMMENTS
Teaching Assignment Load		
Meet at Assigned Class Times		
Utilize Available Technology		
Conduct Appropriate Office Hours and Meet Advising Requirements		
Provide Prompt Feedback and Timely Response to Student Issues		
Submit Grades on Time		

Meet Board of Governors Requirement for Advising, Service, Scholarship, and Creative Activities		

Development Opportunity	Development Plan

Employee Signature   Date

Supervisor Signature   Date