|  |  |
| --- | --- |
| Lewis-Clark State College  Self-Evaluation and Supervisory Performance Evaluation | |
|  | |
| STOP: PLEASE READ INSTRUCTIONS PRIOR TO DOCUMENT COMPLETION  STOP: PLEASE READ INSTRUCTIONS PRIOR TO DOCUMENT COMPLETION  **Step 1**: Employee completes Sections I, II, and III.  **Step 2**: Employee emails entire Word Document to immediate supervisor. (*File, Share, Email, Send as Attachment*)  **Step 3**: Supervisor reviews Section II and III.  **Step 4**: Supervisor completes Section IV.  **Step 5**: Supervisor will meet with the employee to discuss their evaluation and finalize future objectives in section III.  **Step 6**: Supervisor converts [Word Document into PDF](https://www.howtogeek.com/352668/how-to-convert-a-microsoft-word-document-to-a-pdf/) (*File, Save as Adobe PDF*).  **Step 7**: Supervisor will digitally sign the PDF version and email entire document to employee for signature.  **Step 8**: Employee will enter any comments in the “Employee Comments” section by clicking on Tools, Comment, and T (add text comment). Employee will then digitally sign and save the PDF.   1. If the employee has the full version of Adobe, they will sign by clicking on Tools, Certificates, Digitally Sign. 2. If the employee has Adobe Reader, they will sign by clicking **Tools > Fill & Sign** or choose **Fill & Sign** from the right pane.   **Step 9**: Employee will email the document to Human Resource Services at [hr@lcsc.edu](mailto:hr@lcsc.edu) and email a copy to their immediate supervisor.  **Step 10:** Review [job description](https://www.lcsc.edu/hr/forms), sign, date, and send to Human Resources at [hr@lcsc.edu](mailto:hr@lcsc.edu). | |
| Section I - Employee Information (For Employee Completion) | |
|  | |
| **Employee Name:** Click or tap here to enter text. **Date:** Click or tap to enter a date.  **Job Title:** Click or tap here to enter text.  **Department:** Click or tap here to enter text.  **Supervisor/Manager:** Click or tap here to enter text.  **Review Period:** Click or tap to enter a date. **to** Click or tap to enter a date. | |
|  | |
| Section II -Self-Evaluation (For Employee Completion) | |
|  | |
| This section is completed by the employee and intended to help the employee and their supervisor prepare for a meaningful performance discussion. Please document performance highlights during the current period and identify areas for current and/or future professional development and career growth. | |
|  | |
| **Job Responsibilities**  Have your job duties and/or responsibilities changed during the review period? | |
|  | |
| **Accomplishments**  List of accomplishments achieved in the past year (e.g. project management; mentoring or training staff; demonstration of leadership; mastery of skill or knowledge base; committee participation, etc.) | |
|  | |
| **Discussion Questions for Consideration**  Consider the following questions as you prepare for the meeting with your supervisor   1. Are there any specific aspects of your job you would like to discuss during your performance review? (example: challenges/achievements) 2. What new skills, if any, would you like to learn to help you in your work or to prepare for additional responsibilities? How can your supervisor help you succeed? | |
|  | |
| **Review of Previous Performance Objectives:**  \*Please refer to [BambooHR](https://lcsc.bamboohr.com/login.php?r=%2Fdashboard%2F) to view previous Performance Evaluations  **Record performance objectives from the previous review period** in the spaces below and discuss the extent to which each objective was fulfilled. | |
|  | |
| **Objective 1:** | Met Objective  In Progress  Did Not Meet Objective |
|  | |
| **Objective 2:** | Met Objective  In Progress  Did Not Meet Objective |
|  | |
| **Objective 3:** | Met Objective  In Progress  Did Not Meet Objective |
|  | |
| **Objective 4:** | Met Objective  In Progress  Did Not Meet Objective |
|  | |
| Section III - Future Objectives (For Employee Completion) | |
|  | |
| **Future Performance Objectives and Development Plan:**  Use the following section to record performance objectives and development needs related to upcoming goals for the next review period. It should include developmental objectives, corresponding development activities (on the job, formal training, workshops, conferences, etc.), and measurements and time frames for completion. | |
|  | |
| **Objective 1:** | |
|  | |  |
| **Objective 2:** | |
|  | |  |
| **Objective 3 (Optional):** | |
|  | |  |
| **Objective 4 (Optional):** | |
| **STOP: After completion of sections I-III, please email the entire Word document to your supervisor (*File, Share, Email, Send as Attachment***) | |
|  | |
| Section IV - Supervisory Performance Review (For Supervisor Completion) | |
|  | |
| **Type of Review:**  **Annual Review  6-Month Entrance/Promotion Probation  Special Evaluation\***  \*This special evaluation is being used to ensure the employee, currently serving a probationary period (Classified), or newly hired and before an annual evaluation is due (Professional), will be eligible to receive a Change in Employee Compensation (CEC) for the new fiscal year. This form does not guarantee a compensation increase, is not a performance evaluation, and is not indicative of successful completion of the probationary period. At such time as the probationary requirements are met, the supervisor will complete a full evaluation. Please complete the Overall Rating and Summary Section. | |
|  | |
| **Performance Standard: Managing Performance**  **Please rate how well employee sets clear, consistent job expectations and provides effective and timely feedback/coaching about performance. Demonstrates fair dealings with employees. Deals firmly and appropriately with performance problems. Conducts staff performance evaluations in a timely and constructive manner.**  Example: Provides feedback to their staff on a regular basis and gives guidance and assistance to improve performance. Handles performance issues decisively and objectively; is direct but tactful. Deals with disciplinary actions effectively as they occur, using coaching as needed. Provides opportunities for employee development and coaches for success. | Exemplary  Exceeds  Achieves  Does Not Achieve |
|  | |
| **Performance Standard: Communication**  **Please rate how effectively employee shares information, builds relationships, and influences positive outcomes.**  Example: Demonstrates good collaboration and listening skills and effective verbal and written communication skills. Keeps management informed of project status and current possible controversial issues or situations. Uses clear and understandable language in presenting information. Obtains results through clear, concise and factual speaking and writing. Is open to input and feedback. Resolves conflict situations appropriately while remaining open to discussion. | Exemplary  Exceeds  Achieves  Does Not Achieve |
|  |  |
| **Performance Standard: Decision Making/Problem Solving**  **Please rate how well employee makes timely and rational decisions based on analysis of relevant information/data. Employee accepts responsibility for decisions and takes proper action when necessary.**  Example: Makes decisions in difficult, and time sensitive situations. Arrives at sound conclusions and takes appropriate action. Accepts responsibility for decisions and takes corrective action when necessary. Asks appropriate questions and considers interested parties' input prior to making a decision. | Exemplary  Exceeds  Achieves  Does Not Achieve |
|  | |
| **Performance Standard: Result Focus**  **Please rate how well employee targets and achieves expected outcomes, established performance expectations and goals, supports and contributes to continual quality improvements that support Lewis-Clark State College's strategic plan and department mission and goals.**  Example: Manages team to meet current and future needs. Sets and communicates the vision and direction. Develops challenging, relevant, and measurable individual and team work goals. Prioritizes tasks and sets standards and responsibilities. Overcomes obstacles and is accountable for final results. | Exemplary  Exceeds  Achieves  Does Not Achieve |
|  | |
| **Performance Standard: Customer Focus**  **Please rate how well employee fosters and models a commitment to customer service, builds customer confidence, and increases customer satisfaction.**  Example: Knowledgeable of internal and external customer base and iscommitted to satisfying customers' needs within the department's mission and goals. Presents a professional, positive image and attitude to staff and customers. Establishes and maintains effective working relationships. Demonstrates a commitment to quality public service and to create external partnerships. | Exemplary  Exceeds  Achieves  Does Not Achieve |
|  | |
| **Performance Standard: Work Environment/Safety<:BM:4:Work Environment/Safety:BM:>**  **Please rate how well employee promotes and supports a respectful workplace and complies with general conditions of employment, EEO, security, and workplace safety policies.**  Example: Ensures a respectful environment free of harassment, discrimination, and violence. Maintains confidentiality of information as it pertains to employees and workplace issues. Promotes practices for a clean and secure workplace, and promotes safety programs and confidentiality. Demonstrates ethical behavior and decision-making and compliance with appropriate federal, state laws, State Board of Education and LCSC policies and procedures. | Exemplary  Exceeds  Achieves  Does Not Achieve |
|  | |
| **RATING GUIDE: Please visit** [**https://www.lcsc.edu/hr/employee-resources/performance-management**](https://www.lcsc.edu/hr/employee-resources/performance-management) | |
|  | |
| **Overall Performance Rating:**  Exemplary  Exceeds  Achieves  Does not Achieve | |
|  | |
| **Compliance Training Completion:**  \*Please click on [BambooHR](https://lcsc.bamboohr.com/login.php?r=%2Fdashboard%2F) to ensure Cybersecurity and Respectful Workplace were completed.  Employee has completed the Division of Human Resources Cybersecurity Training  Employee has completed the Division of Human Resources Respectful Workplace Training | |
|  | |
| **Supervisor Summary Comments:**  Describe specific achievements and contributions that the employee has made to each performance standard referenced above. Include areas needing performance improvement and include specific performance expectations and time frames needed to achieve performance standards (if any). | |
|  | |
|  | |
| \*In reviewing the employee’s self-evaluation above, if job responsibilities have changed, please email a new job description to Human Resource Services. \* | |

**STOP:** Supervisor will save as a Word document AND convert document to PDF (File, Save as Adobe PDF).

|  |
| --- |
| Section V - Signatures |

**Supervisor Signature**  **Date (*if applicable*)**

**Employee Signature**  **Date (*if applicable*)**

By checking this box, you are electronically signing your Performance Evaluation

*(Employee Signature acknowledges discussion of evaluation but does not necessarily imply agreement.)*

Employee will enter any comments in the “Employee Comments” section by clicking on Tools, Comment, and T (add text comment).

|  |
| --- |
| **Employee Summary Comments:**  As the employee, you are **not** **required** to add comments to the evaluation, though you may choose to do so. |
|  |

\*It is the employee’s responsibility to forward a completed **digital copy** to Human Resource Services at [hr@lcsc.edu](mailto:hr@lcsc.edu) and email a copy to their immediate supervisor.