Portland Community College

Confidential Staff Assessment

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| **Employee Name:** | **ID#:** | **Title:** |
| **Department:** | Campus: | **Supervisor Assessment** |
| **Supervisor:** | **Date of Assessment**: Click or tap to enter a date. | **Self Assessment** |

**EVALUATION TYPE:**

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| --- | --- | --- | --- |
| **Non-Exempt** | | **Exempt** | |
|  | Overall Assessment (To be completed every 3 years) |  | Probationary Assessment |
|  | End of 9-month Probation |  | Continuous Assessment |
|  | End of 3-month Transfer Probation |  |  |
|  | Annual Review of Goals (To be completed each year) |  |  |

**INSTRUCTIONS:**

* Using the descriptions below, check the boxes that best describe the employee’s demonstrated performance. Provide supporting comments and examples in the space provided or attach additional pages.
* Visit the [Performance Assessment: Management and Confidential Staff webpage](https://www.pcc.edu/hr/employment/performance-assessment/management-and-confidential/) for assistance and recommended tools for assessment preparation.
* The review will be uploaded to MyCareer@PCC and a copy will be placed in the employee’s personnel file.

**PERFORMANCE MEASURE DESCRIPTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Developing** | **Needs Improvement** | **Meets Standards** | **Successful** | **Outstanding** |
| This individual is learning and developing new skills or may be new to the job and is moving in a positive direction toward full performance. Not for corrective action plan situations. | This individual rarely meets the performance expectations for this performance measure. The individual seldom/occasionally performs the expected tasks and demonstrated behaviors. Cannot be relied upon to perform these tasks without direct supervision. | This individual frequently and generally meets the performance expectations for this performance measure. The individual performs the tasks and demonstrates the expected behavior in most situations. | This individual consistently meets the performance expectations for this performance measure. The individual can be depended upon to perform the tasks and demonstrates the expected behavior under all reasonable circumstances. | This individual has exceeded the performance expectations for this performance measure. The individual’s job achievements have added significant value to the goals of their team, department, and/or organization. |

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| **JOB KNOWLEDGE:**  Skills, knowledge and ability applicable to assigned work (methods, procedures,  Techniques, safe use of equipment, department functions, etc.) | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Demonstrates an understanding of appropriate department and job knowledge in performing assigned work |  |  |  |  |  |
| Demonstrates knowledge and safe use of the tools, equipment and resources related to the job |  |  |  |  |  |
| Demonstrates knowledge of the procedures, policies and regulations related to the job |  |  |  |  |  |

**Supporting comments and/or examples**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUALITY OF WORK:**  Accuracy, Thoroughness, Safety | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Performs to agreed-upon work standards and follows established policies, procedures and guidelines. |  |  |  |  |  |
| Performs accurate and thorough work; regularly checks and corrects own work |  |  |  |  |  |
| Performs all aspects of work in a safe manner; completes all safety training as required by the job |  |  |  |  |  |

**Supporting comments and/or examples**:

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| --- | --- | --- | --- | --- | --- |
| **INITIATIVE**  Determining what needs to be done to accomplish job responsibilities and completing tasks | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Seeks out appropriate work, resources and/or assistance on own when workload is slow, or help is needed |  |  |  |  |  |
| Completes work with minimal supervision; begins and completes work requirements without prompting |  |  |  |  |  |
| Demonstrates ability to solve problems; suggests new and reviewed work processes and procedures |  |  |  |  |  |

**Supporting comments and/or examples**:

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| --- | --- | --- | --- | --- | --- |
| **PLANNING & ORGANIZATION**  Meeting deadlines, prioritization skills, time management | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Demonstrates ability to organize and complete work effectively and efficiently. |  |  |  |  |  |
| Demonstrates ability to prioritize and use available resources. |  |  |  |  |  |
| Demonstrates ability to foresee impact of decisions or actions on others. |  |  |  |  |  |

**Supporting comments and/or examples**:

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| --- | --- | --- | --- | --- | --- |
| **ADAPTABILITY**  Responsiveness to changing conditions and requirements | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Readily adjusts to new ideas and situations; adapts to changing assignments and performance expectations. |  |  |  |  |  |
| Demonstrates flexibility in carrying out job responsibilities and assignments. |  |  |  |  |  |
| Demonstrates willingness and ability to learn new things. |  |  |  |  |  |

**Supporting comments and/or examples**:

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| --- | --- | --- | --- | --- | --- |
| **DEPENDABILITY/RELIABILITY**  Attendance, conscientiousness, follow-through and meeting commitments | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Maintains regular attendance; requests and receives appropriate authorization for absences. |  |  |  |  |  |
| Reports to work on time and as scheduled; takes appropriate rest and meal breaks; does not leave work without authorization. |  |  |  |  |  |
| Follows through on appointments and commitments and provides early notification to appropriate personnel of unanticipated delays or changes in deadlines. |  |  |  |  |  |

**Supporting comments and/or examples**:

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| --- | --- | --- | --- | --- | --- |
| **INTERPERSONAL RELATIONSHIPS:**  Cooperation, teamwork, tact, courtesy, respect for diversity and the viewpoints of others | Developing | Needs Improvement | Meets Standards | Successful | Outstanding |
| Works well with others; demonstrates willingness to assist and enlist the help of others as needed to work toward common goals |  |  |  |  |  |
| Demonstrates courtesy and respect for co-workers, customers and other contacts, as required |  |  |  |  |  |
| Demonstrates ability to resolve conflict constructively and is receptive to constructive criticism |  |  |  |  |  |

**Supporting comments and/or examples**:

**PERFORMANCE SUMMARY**: Overall Areas of Performance Strengths and Opportunities for Improvement