Portland Community College

Exempt Confidential Staff Assessment

Supervisor Assessment

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

**EVALUATION TYPE:** Exempt Confidential Probationary Appointment Assessment – Year 3

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| **NOTICE OF APPOINTMENT STATUS:** Probationary employees must be notified of their appointment status by March 31st. Before extending an employee’s probationary period or if the employee will not be renewed, consult an HR representative. Check one item only:[ ]  The employee listed above will receive a continuous appointment beginning July 1, 20Click or tap here to enter text. having met the requirements outlined in the Management/Confidential Handbook. This appointment is subject to approval by the PCC Board of Directors.[ ]  Notwithstanding eligibility for advancement to continuous appointment after completing three years on probationary status, the employee listed above will be retained on probationary status for a [ ]  fourth year or a [ ]  fifth 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 assessment will be uploaded to MyCareer@PCC and a copy will be placed in the employee’s personnel file.

**PERFORMANCE MEASURE DESCRIPTIONS**

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| --- | --- | --- | --- | --- |
| **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**:

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| --- | --- | --- | --- | --- | --- |
| **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