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| Lewis-Clark State College  Self-Evaluation and Non-Supervisory Performance Evaluation | |
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| 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) | |
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| **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. | |
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| Section II -Self-Evaluation (For Employee Completion) | |
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| 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. | |
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| **Job Responsibilities**  Have your job duties and/or responsibilities changed during the review period? | |
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| **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.) | |
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| **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? | |
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| **Review of Previous Performance Objectives:**  \*Please refer to last year’s Performance Evaluations.  **Record performance objectives from the previous review period** in the spaces below and discuss the extent to which each objective was fulfilled. | |
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| **Objective 1:** | Met Objective  In Progress  Did Not Meet Objective |
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| **Objective 2:** | Met Objective  In Progress  Did Not Meet Objective |
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| **Objective 3:** | Met Objective  In Progress  Did Not Meet Objective |
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| **Objective 4:** | Met Objective  In Progress  Did Not Meet Objective |
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| Section III - Future Objectives (For Employee Completion) | |
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| **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. | |
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| **Objective 1:** | |
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| **Objective 2:** | |
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| **Objective 3 (Optional):** | |
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| **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***) | |
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| Section IV - Non-Supervisory Performance Review (For Supervisor Completion) | |
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| **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. | |
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| **Performance Standard: Interpersonal Skills**  **Please rate how well employee establishes and maintains effective work relationships. Demonstrates sensitivity to others, and has good communication and listening skills.**  Example: Shows respect for others. Willingly participates in group activities. Demonstrates good communication and listening skills. Resolves conflict situations promptly and appropriately while remaining open to discussion. Accepts feedback and coaching from supervisor as means of developing skills. Models good work ethics and practices. | Exemplary  Solid Sustained  Achieves  Does Not Achieve |
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| **Performance Standard: Dependability**  **Please rate how well employee completes assigned work in a timely manner, keeps commitments, is accountable, reliable and stays balanced under pressure. Always meets attendance requirements.**  Example: Meets and follows through with job expectations, goals, and commitments in a timely manner. Takes personal responsibility for actions and performance. Requests leave in advance, ensures coverage, and meets attendance and punctuality requirements. | Exemplary  Solid Sustained  Achieves  Does Not Achieve |
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| **Performance Standard: Quality**  **Please rate employee’s work in terms of consistency, thoroughness, responsiveness, and accuracy.**  Example: Ensures work is reliable, thorough, meets users’ needs, and is aligned with the department’s mission and values. Considers consequences before acting. Completes work accurately and thoroughly before submitting it to supervisor. Demonstrates commitment to quality and continuously looks for improvements. | Exemplary  Solid Sustained  Achieves  Does Not Achieve |
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| **Performance Standard: Productivity**  **Please rate how employee manages and completes workload expectations by setting and following priorities. Uses time effectively and achieves work goals. Demonstrates the knowledge and skills needed to do the job.**  Example: Can work independently or with others. Completes tasks on time and manages time well. Prioritizes tasks to meet deadlines. Willingly assumes new responsibilities. | Exemplary  Solid Sustained  Achieves  Does Not Achieve |
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| **Performance Standard: Adaptability/Flexibility<:BM:4:Adaptability/Flexibility:BM:>**  **Please rate how employee adapts to change and is open to different new ways of doing things. Demonstrates willingness to learn and apply new skills or methods in completing work assignments or projects.**  Example: Demonstrates a positive attitude when faced with a challenging situation. Ability to switch strategies when planned approaches do not work. Is willing to modify their preferred way of doing things. | Exemplary  Solid Sustained  Achieves  Does Not Achieve |
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| **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  Solid Sustained  Achieves  Does Not Achieve |
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| **RATING GUIDE: Please visit** [**https://www.lcsc.edu/hr/employee-resources/performance-management**](https://www.lcsc.edu/hr/employee-resources/performance-management) | |
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| **Overall Performance Rating:**  Exemplary  Solid Sustained  Achieves  Does not Achieve | |
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| **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). | |
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| \*AN [UPDATED JOB DESCRIPTION](https://www.lcsc.edu/hr/forms) IS **REQUIRED** TO BE SENT WITH THE COMPLETED EVALUATION \* | |

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

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| 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).

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