APPENDIX J COLLEGE OF MICRONESIA-FSM PERFORMANCE EVALUATION (FOR CLASSIFIED & PROFESSIONAL STAFF)

Employee				Position	Position Title			
Activity/Depart	ment				Superviso	r		
Reason(s) for E	valuation							
Probation	Step Increase	Contrac	ct Renewal	Promotion	n 🗌 Annua	al Review Other		
Period Covered			Evaluatio	n Date		Return Date		
From	То							

CODE	PERFORMANCE LEVEL	DESCRIPTION
0	Outstanding	Performance consistently exceeds expectations in all areas listed.
HE	Highly Effective	Performance <u>consistently meets</u> expectations in <u>all</u> areas listed AND <u>exceeds</u> expectations in <u>some</u> areas listed.
E	Effective	Performance consistently meets expectations in all areas listed.
NI	Needs Improvement	Performance does not meet expectations in a few areas listed.
U	Unsatisfactory	Performance does not meet the above criteria.
NA	Not Applicable	Factor does not apply to the job.

<u>PLEASE NOTE</u>: A rating of NEEDS IMPROVEMENT and/or UNSATISFACTORY requires specific explanation and justification in the space provided, and an action plan for improvement. Should you have any questions on completion of the appraisal, please contact the Human Resources Director.

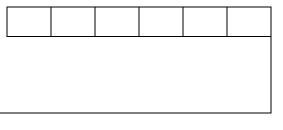
Rate the employee on:

Performance Level



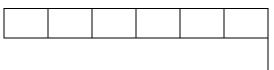
JOB UNDERSTANDING

1. **Job knowledge.** Consider the extent to which the employee understands objectives, duties, and responsibilities of the job.



2. **System knowledge.** Consider the extent to which the employee understands the laws, rules, regulations, policies, procedures. and guidelines that apply to the job.

3. **Skill base knowledge.** Consider the extent to which the employee has the knowledge, skills, and abilities necessary to carry out all tasks listed in the job description.



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PRODUCTIVITY

	plication. Consider how proficient the employee applies icies, procedures, and guidelines.			
5. Qu outj	ality of work. Consider the extent to which the work put of the employee is complete and accurate.			
6. De at a	cision making. Consider how proficient the employee is rriving at sound decisions.			
7. Im at c	plementation. Consider how proficient the employee is arrying out decisions.			
8. Use emp	e of resources. Consider how proficient and careful the ployee is in using necessary machines, equipment, and			
mat	erials to accomplish work.	1		
0 D -	notrolity of the second states of			I
9. Pu con	nctuality. Consider the extent to which the employee nplies with the working hours policy.			

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10. Time management. Consider the extent to which the employee organizes and manages his/her time in meeting.					
schedules, work projects, deadlines, priorities, and appointments					
		1	1	1	
11. Initiative. Consider the degree to which the employee is self-starting and assumes responsibilities when specific					
directions are lacking.					
12. Perseverance. Consider the extent to which the employee follows a task through to completion in spite of setbacks or					
discouragement.					
13. Thrift. Consider the extent to which the employee minimizes waste in using supplies and materials.					

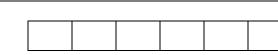
SELF MANAGEMENT - PEOPLE CENTERED

14. Attitude. Consider the extent to which the employee displays enthusiasm, adaptability, and flexibility toward				
accomplishing tasks.				
		-		
15. Interpersonal relations. Consider how well the employee demonstrates patience, consideration, courtesy, and				
respect for others.				

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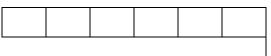
16. **Individual Cooperation.** Consider the extent to which the employee works well with others on an individual basis.

17. **Team Cooperation.** Consider the extent to which the employee contributes to a group effort.

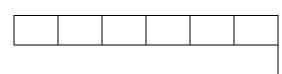


COMMUNICATION

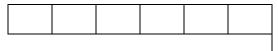
18. **Oral skills.** Consider the extent to which the employee speaks in a clear, concise, logical, and objective manner.



19. Written skills. Consider the extent to which the employee writes ideas and information in a clear, concise, logical and objective manner.



20. **Listening skills.** Consider the degree to which the employee listens and understands information communicated to him/her.



THIS PAGE IS FOR EMPLOYEES WITH SUPERVISORY RESPONSIBILITIES

		Ο	HE	E	NI	U	NA
<u>SU</u>	JPERVISORY ABILITY						
1.	Duty Comprehension. Consider the extent to which the supervisor understands his/her duties as a supervisor.						
2.	Planning. Consider the extent to which the supervisor effectively prioritizes, timelines, and delegates tasks to their staff.						
3.	Mentoring. Consider the extent to which the supervisor works with each member toward improving their job performance throughout the year.						
4.	Leadership. Consider the extent to which the supervisor inspires and directs staff to achieve department and institution goals.						
5.	Communication. Consider the extent to which the supervisor keeps staff informed on items that affect their jobs.						
6.	Fairness. Consider the extent to which the supervisor treats staff equally and consistently over time.						
7.	Conflict Resolution. Consider how proficient the supervisor is in handling conflict within their department.						
8.	Evaluation. Consider the extent to which the supervisor conducts the performance evaluation process.						
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Indicate employee's achievements and strengths, especially noting outstanding contributions to the division, department, or the college.

Indicate areas that need improvement.

General Comments.

Evaluated by:_____ Title: _____ Date: _____

EMPLOYEE'S COMMENTS

Record any comments concerning the performance evaluation you wish to share. If you do not agree with this evaluation, submit your reasons to your supervisor within one week.

I have reviewed this document and discussed the contents with my supervisor/co-supervisor. My signature means that I have been advised of my performance status and DOES NOT NECESSARILY IMPLY THAT I AGREE WITH THIS EVALUATION.

Employee's Signature:			
	IEWED BY:		_
Co-Supervisor[if applicable]:		Date:	
Vice President:	Date:		
	N RESOURCES OF for HRO use only)	FICE	
Received By:			
Salary Increment Increase Effective Date	Step:	Amount:\$	
Contract Renewal Effective Date:	Step:	Amount: \$	
Human Resources Director:		Date:	