

**WESTMONT COLLEGE
STAFF EVALUATION**

2020 -2021

SUPERVISORY STAFF MEMBER: _____

CONFIDENTIAL
(When completed)

EMPLOYEE: Click here to enter text.
text.

EVALUATION DATE: Click here to enter

TITLE: Click here to enter text.

DEPARTMENT: Click here to enter text.

SUPERVISOR: Click here to enter text.

TITLE: Click here to enter text.

RATING SCALE:

- 1 = **Exceeds Expectations** – Performance consistently exceeded expectations in all essential areas of responsibility and quality of work overall was excellent. Performance goals were exceeded.
 - 2 = **Meets Expectations** – Performance consistently met expectations in all essential areas of responsibility and quality of work overall was very good. The most critical goals were achieved.
 - 3 = **Needs Development** – Performance did not consistently meet expectations. One or more of the most critical goals were not met. *A performance improvement plan (PIP) including timelines must be outlined, and monitored to measure progress and attached to this assessment.*
 - 4 = **Unacceptable**– Performance consistently did not meet expectations. *A performance improvement plan (PIP) including timelines must be outlined and monitored to measure progress and attached to this assessment*
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The Evaluation is a communication tool designed to support each individual’s contribution to the College. The evaluation provides a way to measure goals and skills and to recognize contributions and accomplishments with reasonable accuracy and uniformity. It will help identify areas for professional growth and achievement. **It should not, however, be considered the supervisor’s only communication tool.** Open communication throughout the year helps to make effective working relationships.

It is important to align goals, initiatives and strategies with the mission and values of Westmont College

The Mission

Westmont College is an undergraduate, residential, Christian, liberal arts community serving God's kingdom by cultivating thoughtful scholars, grateful servants and faithful leaders for global engagement with the academy, church and world.

The College’s Values

Nurturing a culture of integrity, care and respect.

Alignment with the Strategic Plan and map: [StrategicMap2017-2020](#)

SECTION II – COMPETENCIES

POSITION EXPERTISE– *Possesses adequate knowledge, skills, and experience to perform the duties of the job; understands the purpose of the department and how this position contributed to the overall mission of the college; maintains competency in essential areas.*

Rating: Choose an item.

Evaluator Comments: Click here to enter text.

STEWARDSHIP – *Demonstrates accountability and sound judgment in managing college resources in an open and effective manner. Demonstrates appropriate understanding of confidentiality. Demonstrates adherence to policies, procedures, and safety guidelines. Operates within budget.*

Rating: Choose an item.

Evaluator Comments: Click here to enter text.

SUPERVISION- *Equips staff to successfully accomplish goals. Effectively coaches and develops staff. Models characteristics of effective leader. Effectively resolves employee issues/conflict.*

Rating: Choose an item.

Evaluator Comments: Click here to enter text.

SECTION III – NEXT PERIOD’S GOALS (2020 -2021)

I will be working to achieve the following goals and objectives. These goals and objectives are aligned with Westmont College Mission, the college’s strategic plan, the objectives of the department, and my own aspirations for personal and professional development.

Setting **SMART** Goals

Specific

Measurable

Achievable

Relative to the University strategic plan and annual objectives

Time Sensitive

Future Goals and Objectives: (*mutually agreed upon goals and objectives for 201 -201*)

[Click here to enter text.](#)

SECTION IV – ADDITIONAL COMMENTS

Additional Supervisor Comments

[Click here to enter text.](#)

Employee Comments:

[Click here to enter text.](#)

SUPERVISOR:

This report constitutes an accurate evaluation using my best judgment of the service performed by this employee for the period covered

Signature of Evaluator

Date

SUPERVISOR'S SUPERIOR OR VP:

Date

EMPLOYEE:

I have had an opportunity to review this report and have received a copy. I understand that my signature does not necessarily mean I agree with the contents of this evaluation.

Signature of Employee

Date