

**McDowell Technical Community College
Employee Self-Evaluation Worksheet**

Name: _____ Title: _____ Dept: _____

Supervisor: _____ Time in current position (years/months): _____

Introduction:

McDowell Technical Community College (MTCC) is committed to providing every college employee the opportunity to promote the college's mission. Effective communication between the supervisor and the employee is the key to fulfilling this commitment. The following must be clearly communicated to each employee:

- The duties and responsibilities of the employee
- The expected performance standards
- How well he/she performs the job on an annual basis
- Future career opportunities

A supervisor's ability to manage greatly influences the performance of an employee. The supervisor's methods and techniques of appraising job performance are a most beneficial tool to maintain productivity. Properly administered, a program of employee appraisal will enhance the supervisor's effectiveness, aid in the achievement of the college's objectives, and allow employees to grow in competence.

Specific Objectives:

- To improve communication between employee and supervisor**
- To improve performance on the job**
- To identify employee strengths and limitations and provide recommendations as appropriate**

Job Components: Review your job description and the college mission.

Identify any components of the job description that you no longer do or that now take additional time.

Describe any new responsibilities or added challenges you have taken on in the last 12 – 24 months.

Explain how you are serving the college beyond your job description. Please list any committees and positions that you are currently serving on at the college. Would you like to serve on additional committees? If so, please list them.

Achievements:

What accomplishments and achievements are you the most proud of in the last 12 – 24 months? List any professional development training that you have had during the last year.

Goals:

What job-related and professional development goals would you like to accomplish during the upcoming year?

What additional support can your supervisor and the College provide so that you are able to achieve these goals? (Examples: time management assistance, additional education, training, conferences, etc.)

What resources, facilities improvements or other needs would be helpful for you to accomplish your goals?

Core Skills:

Performance Rating Scale:

Exceeds Standards (ES), Meets Standards (MS), Does Not Meet Standards (DS)

Check the box by the one below that you feel most applies to the standard.

Teamwork/Working with Others

Standard: Treats co-workers with respect and consideration. Resolves issues in a professional manner. Exemplifies prompt, courteous and reliable service. Commits to teamwork. Readily agrees to serve on committees.

Rating by Employee: ES MS DS

Rating by Supervisor: ES MS DS

Dependability

Standard: Reports to work as scheduled. Fulfills job responsibilities in a timely manner.

Rating by Employee: ES MS DS

Rating by Supervisor: ES MS DS

Ethics and Compliance

Standard: Performs job duties with honesty and integrity. Reports any inappropriate activities. Complies with colleges' personnel and procedure policies.

Rating by Employee: ES MS DS

Rating by Supervisor: ES MS DS

Innovation

Standard: Seeks information and/or guidance on best practices. Willing to try a new approach. Assesses potential problems and takes advantage of opportunities.

Rating by Employee: ES MS DS

Rating by Supervisor: ES MS DS

Faculty Evaluation

Academic year: _____

Please list all classes taught during the academic year:

What makes your teaching effective? What about your teaching do students respond to positively? What changes or improvements do you plan to make to your current teaching style?

What percentage of time do you spend during the course of each semester advising students? How many students did you advise in the fall and spring semester? What works well in your advising? What do you plan to do to improve your effectiveness as an advisor?

Which do you include during each advising session?

Program checklist

WebAdvisor and Gmail information

Course availability

Scheduling

Job/Career opportunities/Advising

Transfer Information

Attach one current syllabus for a course that you are teaching this semester.

Employee Comments:

Supervisor Comments:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____