

FY2021 PERFORMANCE EVALUATION
July 1, 2020 – June 30, 2021

SECTION I EMPLOYEE AND SUPERVISOR INFORMATION			
EMPLOYEE NAME:		M#:	
EMPLOYEE TITLE:	SUPERVISOR:		
DATE OF EVALUATION Meeting Date:		DATE DUE IN HRSTM:	AUGUST 20, 2021 BY 5:00 P.M.
INSTRUCTIONS			
<ol style="list-style-type: none"> 1) Read the detailed Performance Evaluation Guidelines. 2) Employee completes employee name, title, M# and Supervisor's name in Section I. 3) Employee completes the Employee Self-Evaluation area of Sections II, III and IV and submits to supervisor. 4) Supervisor enters Date of Evaluation Meeting Date in Section I. 5) Supervisor completes the Supervisor Evaluation of Employee area of Sections II, III, and IV. 6) In Section III, the completion date for Collegewide Required Training is 6/30/21. The Data Security and Ethics training must be completed by 9/30/2021. 7) Supervisor enters FY2021 Overall Rating in Section V after performance evaluation meeting with employee. 8) Rating Definitions: See guidelines and rating definitions here. (insert link) 9) From the drop down menu, select the evaluation ratings option to rate Job Performance, Competencies, FY2021 Goals, and Collegewide Required Training. 10) Comments Section*: This section is for an employee and/or supervisor to enter remarks about achievements, supporting remarks about job performance, goals, training, or an explanation about an evaluation rating selected. <ol style="list-style-type: none"> a. Please attach an addendum as a PDF if: <ol style="list-style-type: none"> i. Text is not visible in this box or ii. Text does not fit in the size of this box 11) After the Supervisor meets with the employee to review the evaluation, both will sign Section VI. 12) Employee begins to think about and develop FY2022 goals for entry into Workday starting September 1, 2021. More information coming soon. 			

SECTION II	Employee Self-Evaluation	Supervisor Evaluation of Employee
Job Performance		
Competencies:		
Integrity & Trust		
Service Excellence		
Innovation, Initiative & Adaptability		
Inclusion & Respect		
Accountability & Stewardship		
Teamwork & Collaboration		
Communication		

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SECTION III	Employee Self-evaluation	Supervisor Evaluation of Employee
FY2021 Goals		
Collegewide Required Training		

Section IV	Employee Comments :	Supervisor Comments :

SECTION V FY2021 Overall Rating	
Rating Entered by Supervisor after Performance Meeting (See guidelines and rating definitions)	

SECTION VI EMPLOYEE and SUPERVISOR ACKNOWLEDGMENTS
I have reviewed the FY2021 performance evaluation on the date indicated below. I had the opportunity to discuss with my supervisor and have received a copy of the evaluation. My signature does not necessarily indicate agreement or disagreement with the content of this evaluation.
Employee Signature <i>(View instructions for digital signature)</i>
Supervisor Signature <i>(View instructions for digital signature)</i>