

### FY 2020 PERFORMANCE EVALUATION

SECTION A: EMPLOYEE AND SUPERVISOR INFORMATION			
EMPLOYEE NAME:	M#:		
EMPLOYEE TITLE:			
SUPERVISOR:			
DATE OF EVALUATION Meeting Date:	DATE DUE IN HRSTM: AUGUST 14, 2020 BY 5:00 p.m.		
SECTION B: EMPLOYEE SELF-EVALUATION (To be completed by the employee)	SECTION C: SUPERVISOR EVALUATION OF EMPLOYEE (To be completed by the supervisor)		
July 1, 2019 – March 13, 2020	July 1, 2019 – March 13, 2020		
Normal College Operations	Normal College Operations		
Briefly outline below your accomplishments and achievements. Consider as many of the following as possible: job duties, FY 2020 Goals, Code of Ethics, Collegewide Competencies, and Required Training for FY 2020. Please enter your responses below.	Briefly outline observation and feedback on employee's accomplishments and achievements. Consider as many of the following as possible: job duties, FY 2020 Goals, , Code of Ethics, Collegewide Competencies, and Required Training for FY 2020. Please enter your responses below.		
If needed, click here to continue	If needed, click here to continue		

# COLLEGE

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SECTION B: EMPLOYEE SELF-EVALUATION	SECTION C: SUPERVISOR EVALUATION OF EMPLOYEE
(To be completed by the employee)	(To be completed by the supervisor)
March 14, 2020 – June 30, 2020	March 14, 2020 – June 30, 2020
College Remote Work Operations	College Remote Work Operations
Briefly outline your accomplishments or achievements of regular duties, new tasks or additional duties outside the scope of your regular duties; or additional professional development activities. Please enter your responses below.	Briefly outline feedback and observation on employee's accomplishments or achievements of regular duties, new tasks or additional duties outside the scope of their regular duties; or additional professional development activities. Please enter your responses below.
If needed, click here to continue	If needed, click here to continue

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Short-term Goals for the 1 <sub>st</sub> Quarter of FY 2021: Outline 1 or 2 goals that can be achieved during the 1 <sub>st</sub> Quarter of FY2021 and aligns with your job responsibilities or professional development.	Short-term Goals for the 1st Quarter of FY 2021: Provide feedback, edits and confirmation of employee's 1st Quarter of FY2021 goals.
If needed, click here to continue	If needed, click here to continue

#### ADDITIONAL RESPONSE AREA

SECTION B: EMPLOYEE SELF-EVALUATION (To be completed by the employee)	SECTION C: SUPERVISOR EVALUATION OF EMPLOYEE (To be completed by the supervisor)
Additional comments: accomplishments and achievements during normal working conditions:	Additional comments: accomplishments and achievements during normal working conditions:



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SECTION B: EMPLOYEE SELF-EVALUATION	SECTION C: SUPERVISOR EVALUATION OF EMPLOYEE
(To be completed by the employee)	(To be completed by the supervisor)
Additional comments: accomplishments and achievements during remote working conditions:	Additional comments: accomplishments and achievements during remote working conditions:
Additional comments: Short-term Goals for the 1st Quarter of FY 2021:	Additional comments: Short-term Goals for the 1st Quarter of FY 2021:



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FY 2020 RATING (See guidelines and ratir	g definitions)			
Needs Improvement				
SECTION D: ADDITIONAL COMMENTS				
SECTION E: EMPLOYEE and SUPERVISOR ACKNOWLEDGMENTS				
I have reviewed the FY2020 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 have reviewed the evaluation with the employee. We have discussed their proposed goals. I acknowledge that this document reflects my evaluation of the employee's performance and that it is accurate and true.

#### Supervisor Signature

View instructions for digital signature