

**FY2021 PERFORMANCE EVALUATION FOR ADMINISTRATORS,
DEPARTMENT CHAIRS, SUPERVISORS, AND STAFF
July 1, 2020 – June 30, 2021**

To view detailed instructions, rating and competency definitions visit [FY21 Performance Evaluation Guidance](#)

SECTION I Employee and Supervisor Information			
Employee Name:			M#:
Employee Title:		Supervisor:	
Date of Evaluation Meeting Date:			Date Due to HRSTM: August 20, 2021 By 5:00 P.M.

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

SECTION III	Employee Self-evaluation	Supervisor Evaluation of Employee
FY2021 Goals		
<u>Collegewide Required Training</u>		

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Section IV Employee Comments:	Supervisor Comments:

SECTION V FY2021 Overall Performance Rating	
Rating Entered by Supervisor after Performance Meeting <i>(See guidelines and rating definitions)</i>	
SECTION VI EMPLOYEE and SUPERVISOR ACKNOWLEDGMENTS	
<p>Employee Acknowledgement 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.</p> <p>Supervisor Acknowledgement I have met with the employee to review and discuss the evaluation. I have provided the employee a copy of the evaluation.</p>	
<p>Employee Signature <i>(Instructions for digital signature)</i></p>	
<p>Supervisor Signature <i>(Instructions for digital signature)</i></p>	