

Non Affiliated Strengths and Opportunities Assessment

2017/2018

Employee: _____

Supervisor: _____

Goals & Development:

Of the College's goals for the coming year, what are the goals that pertain to your position and what can you do to help attain those goals?

What attributes do you need to strengthen and what professional development will help you in this process?

Performance Evaluation:

Rating 1-5

5=Outstanding 4=Very Good 3=Good 2=Needs Improvement 1=Unsatisfactory

Knowledge Applies education, skills and experience with knowledge and skills learned in the position to perform the job competently in regards to the college's mission.	<input type="text"/>
Communication Organizes and expresses ideas and information clearly, using appropriate and effective methods of conveying the information.	<input type="text"/>
Quality Completes high quality work according to standards and procedures. Has a strong sense of quality and knows how to achieve it. Continually looks for ways to improve and promote quality leading to improved performance.	<input type="text"/>
Deals With Change Ability to adapt to and accept change in the college work environment.	<input type="text"/>

Judgment

Objectively considers all aspects of an issue, demonstrates sound judgment, identifies problem areas, is able to develop workable solutions. Able to set priorities.

Ethics

Maintains a high level of character with a professional attitude all the while conforming and promoting the colleges standards of conduct.

Interpersonal Skills/Customer Service

Is sensitive to the needs, feelings and capabilities of others. Treats co-workers with respect. Knows when it is appropriate to compromise and when to take a stand. Has the ability and willingness to focus on discovering
Has the ability and willingness to focus on discovering and meeting customer/student needs.

Teamwork

Works on projects and committees as part of a team exchanging ideas and complimenting the skills of the other members to fulfill the commitment.

Initiative

Strives for professional growth and improvement, seeking out ways to better themselves and the college. Is responsible, hard-working and self-motivated.

Courtesy

Respect and politeness for co-workers, supervisors, student/clients. Maintains professional image.

Cooperation

Willingness to work with coworkers, supervisors & others.

Dependability

Responsibility in performing tasks and achieving goals.

Perservance

Determined pursuit of task completion when faced with obstacles.

Attendance

Availability for work. Absence/tardiness.

(70 Points Possible)

Total

Additional Comments:

Employee Signature:

Supervisor Signature:

Date:

Date: