



# Exempt Employee Performance Evaluation Form

## 200 Pay Plan: Non-Supervising Employees

Instructions and guidelines available at [www.learningcc.org/perform](http://www.learningcc.org/perform)

<b>REVIEW TYPE:</b>	<input type="checkbox"/> ANNUAL REVIEW	<input type="checkbox"/> PLANNING REVIEW
<b>EMPLOYEE FIRST NAME:</b>		<b>EMPLOYEE LAST NAME:</b>
<b>EMPLOYEE ID NUMBER:</b>		<b>EMPLOYEE JOB TITLE:</b>
<b>DEPARTMENT:</b>		<b>SUPERVISOR NAME:</b>

**RATING SCALE:** Use the scale below for all items on this form requiring a numeric rating.

<b>1 = DOES NOT MEET</b>	<b>2 = NEEDS IMPROVEMENT</b>	<b>3 = MEETS EXPECTATIONS</b>	<b>4 = EXCEEDS EXPECTATIONS</b>
Does not meet the expectations of the job, task or project.	Meets some expectations of the job, task or project. Performance needs improvement.	Successfully meets the expectations of the job, task or project. Performance consistently meets expectations.	Far exceeds the expectations of the job, task or project. Consistently shows achievement far above expectations.

<b>SECTION 1: EMPLOYEE PERFORMANCE COMPETENCIES (100% of overall rating; equally weighted)</b>	
Indicate the employee's performance level by assigning a rating for each competency as per <a href="http://www.learningcc.org/performancedefined">www.learningcc.org/performancedefined</a>	<b>RATING</b>
1. Accountability – Demonstrates a high level of dependability consistently.	
2. Responsibility – Accepts assignments and complies with all authority, regulations, policies and procedures.	
3. Cooperation – Demonstrates teamwork by maintaining a positive work environment with all stakeholders.	
4. Judgement – Utilizes analytical and constructive reasoning to make sound decisions, logically.	
5. Job Knowledge – Understands job duties, procedures, practices, processes, skills, and related functions.	
6. Quality of Work – Maintains a high standard of work produced and determines ways to improve.	
7. Communication – Committed to expressing themselves clearly in writing and oral communication effectively.	
8. Initiative – Works independently, generating new ideas and uses originality to meet both routine and unusual situations.	
9. Efficiency – Highly productive and maintains a high volume of work meeting deadlines and achieving desired results.	
10. Customer Service – Demonstrates customer service skills effectively to improve performance and/or processes.	
<b>SECTION RATING TOTAL:</b>	

<b>SECTION 2: FY 2021 PROFESSIONAL DEVELOPMENT ACCOMPLISHMENTS</b>	
Measure specific goals for Professional Development the employee achieved.	
<b>GOAL 1:</b>	<b>Completion Date:</b>
<b>GOAL 2:</b>	<b>Completion Date:</b>

<b>SECTION 3: FY 2021 PROFESSIONAL DEVELOPMENT/GOAL SETTING</b>	
List specific goal to be measured in the next fiscal year.	
<b>GOAL 1:</b>	
<b>GOAL 2:</b>	

<b>SECTION 4: REVIEWER STATEMENT OF OVERALL PERFORMANCE</b>		<b>OVERALL RATING</b>	
Provide a brief description of the employee's overall performance for the review period:			
		<b>4 = Exceeds Expectations</b> <b>3 = Meets Expectations</b> <b>2 = Needs Improvement</b> <b>1 = Does Not Meet</b>	
<b>REVIEWER SIGNATURE:</b>		<b>DATE:</b>	
<b>DIRECTOR SIGNATURE:</b>		<b>DATE:</b>	

Department Level Review - PHASE 1 COMPLETE

**PHASE 2 START: Upon Executive Leadership Team (ELT) Approval Start Phase 2**

**SECTION 5: EMPLOYEE COMMENTS AND ACKNOWLEDGEMENT SIGNATURE**

**COMMENTS:** Employee may comment on the performance evaluation in the space provided below (Optional)

Employee, signing below does not constitute agreement with your performance evaluation. By signing below, you are acknowledging that this performance review has been discussed with you.

**EMPLOYEE SIGNATURE:**

**DATE:**

**PHASE 2 COMPLETE: Reviewer, Please Upload this signed form at [www.learningcc.org/performexempt](http://www.learningcc.org/performexempt)**

----- DO NOT WRITE BELOW: THIS SECTION FOR OFFICIAL USE BY HUMAN RESOURCE DEPARTMENT -----

**APPROVED FOR FILING**  
LEARNING AND DEVELOPMENT PROCESSING

**UNDER REVIEW**  
EMPLOYEE RELATIONS PROCESSING

RECEIVED DATE: \_\_\_\_\_ BY: \_\_\_\_\_

APPROVED DATE: \_\_\_\_\_ BY: \_\_\_\_\_

Supporting Documents Attached

NOTES: (If any)