



Exempt Employee Performance Evaluation Form

200 Pay Plan: Non-Supervising Employees

Instructions and guidelines available at www.learningcc.org/perform

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

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

1 = DOES NOT MEET	2 = NEEDS IMPROVEMENT	3 = MEETS EXPECTATIONS	4 = EXCEEDS EXPECTATIONS
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.

SECTION 1: EMPLOYEE PERFORMANCE COMPETENCIES (100% of overall rating; equally weighted)

Indicate the employee's performance level by assigning a rating for each competency as per www.learningcc.org/performancedefined	RATING
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.	
SECTION RATING TOTAL:	

SECTION 2: FY 2020 PROFESSIONAL DEVELOPMENT ACCOMPLISHMENTS

Measure specific goals for Professional Development the employee achieved.

GOAL 1:		Completion Date:
GOAL 2:		Completion Date:

SECTION 3: FY 2021 PROFESSIONAL DEVELOPMENT/GOAL SETTING

List specific goal to be measured in the next fiscal year.

GOAL 1:	
GOAL 2:	

SECTION 4: REVIEWER STATEMENT OF OVERALL PERFORMANCE

Provide a brief description of the employee's overall performance for the review period:

OVERALL RATING

- 4 = Exceeds Expectations
- 3 = Meets Expectations
- 2 = Needs Improvement
- 1 = Does Not Meet

SECTION 5: APPROVAL SIGNATURES

REVIEWER SIGNATURE:		DATE:	
DIRECTOR SIGNATURE:		DATE:	

Department Level Review - PHASE 1 COMPLETE

SECTION 6: EMPLOYEE COMMENTS AND ACKNOWLEDGEMENT SIGNATURE

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

Large empty rectangular box for employee comments.

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:	
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PHASE 2 COMPLETE: Reviewer, Please Upload this signed form at www.learninacc.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)