



Full-Time & Part-Time Staff Six Month Performance Evaluation

Employee Name:			
Supervisor Name:			
Class Specification Title:			
Position Number:		Office and Campus:	
Date of Evaluation:		Date Due in HRSTM:	

Instructions:

1. **Section I: Key Responsibilities** – in this section provide an overall rating of the employee’s performance. If you are not recommending regular status for this employee, please review [33004CP](#) of the Montgomery College Policies & Procedures.
2. **Section II: Competencies** – in this section provide an overall rating of the employee’s competencies as outlined below. For additional clarity, view [examples of ratings](#).
3. **Section III:** in this section review [signature authorization](#) and directions for submission.

Rating Scale (Please select only one rating)

RATING	DEFINITION
Needs Improvement	Did not consistently and/or accurately perform job duties as outlined in the position description; work and/or behavior expectations were not met; did not meet performance goals, deadlines, and/or supervisor’s expectations; was not consistent and reliable in handling daily duties; may require more supervision than is expected.
Successful	Consistently and accurately performed job duties as outlined in the position description; consistently demonstrated collaborative and collegial behaviors; met performance goals, deadlines, and supervisor’s expectations; regularly takes initiative to improve work standards and processes; results are significant, accurate, thorough, and of good quality; requires appropriate level of supervision.
Commendable	Performed job duties as outlined in the position description in an exemplary manner; exemplified collaborative and collegial behaviors; consistently exceeded performance goals, deadlines and supervisor’s expectations; consistently takes initiative to improve work standards and processes; anticipated and took on additional duties beyond major responsibilities: 1. completed a major project 2. Made an exceptional or unique contribution to the unit, division or College objectives; requires minimal supervision.

Section I

KEY RESPONSIBILITIES	PERFORMANCE RATING		
1. Key Responsibilities & Goals	Needs Improvement	Successful	Commendable
<p>The key responsibilities and the supporting duties can be found in the position description. Open the Job Wizard where you can view the position description of the person being evaluated. Refer to it as you write this section of the performance evaluation. In addition, please discuss the employee's goals and professional development.</p>			
Supervisor Comments			

Section II

COMPETENCIES	PERFORMANCE RATING		
1. Accountability	Needs Improvement	Successful	Commendable
<p>Consider the degree to which the employee accepts responsibility for his or her behavior and decisions. Elements to be considered include: the degree to which the employee can be counted on to follow-through with commitments and obligations.</p>			
Supervisor Comments			
2. Affirmative Action, Equal Employment and Diversity	Needs Improvement	Successful	Commendable
<p>Consider the employee's commitment and proficiency in supporting a multicultural environment that values unique skills, experiences and cultures, and promotes equal employment opportunities for all. Elements to be considered include:</p>			

respectful intercultural communication, recognition and appreciation of differences.

Supervisor Comments

3. Communication

Needs Improvement

Successful

Commendable

Consider communication with coworkers, faculty, other staff, students, and stakeholders regarding College matters. Elements to be considered include: listening, speaking and writing skills, usage of available communication tools and resources and the degree of open communication regarding job and unit functions.

Supervisor Comments

4. Initiative/Innovation

Needs Improvement

Successful

Commendable

Consider resourcefulness in handling a variety of situations and/or solving problems. Elements to be considered include: proactively completing tasks and solving problems, ability to think and work independently, improving processes and/or extending services within assigned range of authority.

Supervisor Comments

5. Job Knowledge

Needs Improvement

Successful

Commendable

Consider the depth and breadth of know-how to perform essential duties and functions of the job. Elements to be considered include: an understanding of how individual job performance furthers organizational objectives, and a willingness to update and expand skills, knowledge and training.

Supervisor Comments			
6. Problem Solving and Decision Making	Needs Improvement	Successful	Commendable
Consider the scope and variety of tasks; the ability to predict, recognize and define problems. Elements to be considered include: the ability to make sound decisions, and to devise and implement solutions to problems within assigned level of authority.			
Supervisor Comments			
7. Quality	Needs Improvement	Successful	Commendable
Consider the level at which tasks are performed and the consistency of compliance with standards, requirements, and expectations. Elements to be considered include: thoroughness, attention to detail, accuracy and completeness in accordance with instructions.			
Supervisor Comments			
8. Service Excellence	Needs Improvement	Successful	Commendable
Consider the degree to which the employee understands and articulates the link between the job and the College's mission, and responds to needs and issues of stakeholders to achieve optimal results for the organization. Elements to be considered include: level of professionalism, excellence in service, integrity, respect, tact and courtesy when dealing with others.			

Supervisor Comments			
9. Teamwork	Needs Improvement	Successful	Commendable
Consider the ability to promote positive work relationships with College staff, team members, subordinates and supervisors. Elements to be considered include: collaboration, cooperation, and support of colleagues in accomplishing goals of the department or unit.			
Supervisor Comments			
10. Work Standards	Needs Improvement	Successful	Commendable
Consider the employee's behavior and work style to his or her work environment. Elements to be considered include: attendance, punctuality, organization of tasks and work materials, time utilization, dependability, behavior, and adherence to safe practices, policies and procedures.			
Supervisor Comments			
11. Supervisor Accountability Quality (for Supervisors only)	Needs Improvement	Successful	Commendable
Consider the number of Essential Training hours completed and whether that supervisor completed the multicultural/diversity training requirement. Consider the percentage of direct reports who have completed the multicultural/diversity training, the essential training and any other required training. Consider the percentage of direct reports whose goals (objectives) were discussed, established and reviewed for appropriateness and currency.			

Employee: _____

Supervisor Comments

Section III

SIGNATURE AUTHORIZATION

1. Six-Month Evaluation **MUST** be completed and returned to HRSTM at least three weeks before the anniversary date.
2. Supervisor must meet with the employee to review and discuss the evaluation.
3. Obtain Administrators signature prior to submitting to HRSTM.
4. Any changes made to the performance evaluation document, after the employee's signature, must be initialed by the employee.
5. Supervisor's should provide employees with a copy of their Performance Evaluation before the evaluation is sent to the Office of Human Resources & Strategic Talent Management.
6. Employees may request a copy of their Performance Evaluation by calling the HRSTM Records Department.
7. If an employee disagrees with this performance evaluation, he or she should check the "do not agree" box, sign the from and send a separate memorandum to the Chief Human Resources Officer in Human Resources & Strategic Talent Management explaining his or her reasons and evidence for disagreeing.

I **agree** with the contents of this evaluation I **do not** agree with the contents of this evaluation

Employee Signature	Date
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Regular status **recommended**

Regular status **not recommended**

Request to **extend probationary period**

Extend Three Months

Extend Six Months

Please note that if you are not recommending regular status you need to contact the Office of Human Resources & Strategic Talent Management at, performance@montgomerycollege.edu . For more information please see [33004CP](#) of the Montgomery College Policy and Procedures.

Supervisor Signature	Date
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Administrator Signature	Date
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Received by HRSTM	Date
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RATING	EXAMPLES of DEMONSTRATED ACTIONS OR BEHAVIORS
<p>Needs Improvement: Did not consistently and/or accurately perform job duties as outlined in the position description; work and/or behavior expectations were not met; did not meet performance goals, deadlines, and/or supervisor's expectations; was not consistent and reliable in handling daily duties; may require more supervision than is expected.</p>	<ul style="list-style-type: none"> • Does not consistently accomplish assigned tasks, goals and expectations • Does not have adequate job knowledge to accurately complete and fulfill duties • Demonstrates inadequate and/or inconsistent collegiality, collaboration, and/or customer service • Has difficulty managing multiple tasks and priorities • Requires substantial supervision to achieve work responsibilities
<p>Successful: Consistently and accurately performed job duties as outlined in the position description; consistently demonstrated collaborative and collegial behaviors; met performance goals, deadlines, and supervisor's expectations; regularly takes initiative to improve work standards and processes; results are significant, accurate, thorough, and of good quality; requires appropriate level of supervision.</p>	<ul style="list-style-type: none"> • Consistently accomplishes assigned tasks, goals and expectations • Has complete job knowledge to accurately complete and fulfill duties • Effectively and efficiently solves problems • Demonstrates collegiality, collaboration, and/or customer service • Able to effectively manage multiple tasks and priorities • Requires appropriate supervision/direction to achieve work responsibilities • Provides a solid, reliable, and meaningful contribution to the department/division
<p>Commendable: Performed job duties as outlined in the position description in an exemplary manner; exemplified collaborative and collegial behaviors; consistently exceeded performance goals, deadlines and supervisor's expectations; consistently takes initiative to improve work standards and processes; anticipated and took on additional duties beyond major responsibilities: 1. completed a major project 2. Made an exceptional or unique contribution to the unit, division or College objectives; requires minimal supervision.</p>	<ul style="list-style-type: none"> • Always accomplishes assigned tasks, goals and expectations • Has extensive job knowledge to accurately complete and fulfill duties • Demonstrates leadership in effectively and efficiently solving individual and unit problems • Is an exemplary model of collegiality, collaboration, and/or customer service • Expertly manages multiple tasks and priorities and provides guidance to others • Regularly looks for process improvements • Provides a solid, reliable, and meaningful contribution to the department/division • Contributions have made a tremendous impact on department/division/College • Completes additional tasks with little or no direction