

**ESSEX COUNTY COLLEGE**  
**PROFESSIONAL EVALUATION**  
**(APPENDIX C)**

Purpose of this evaluation: To make an evaluative inventory, pinpointing strengths and weaknesses, and to outline a practical improvement program, if indicated.

Name	Department	Job Title	
Evaluation Period	Evaluation Type	Years in Position	Date of Hire
Have the duties of this position changed since the last review?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify _____			

**EVALUATION CRITERIA:** Indicate your rating of employee's job performance by placing a number in the box which best categorizes performance.

<b>Not Applicable</b>	<b>Major Improvement Needed</b>	<b>Competent Performance</b>	<b>Very Effective Performance</b>	<b>Outstanding Performance</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**MANAGEMENT**

**A. SELF MANAGEMENT**

1. Understands the role of this department within framework of College goals.	□
2. Manages time effectively.	□
3. Establishes job related objectives for self.	□
4. Monitors own progress toward achieving goals and takes corrective action as appropriate.	□

**B. SUPERVISORY MANAGEMENT**

1. Effectively uses abilities of staff and develops them for more responsible duties.	□
2. Delegate's responsibility to promote personal and professional growth of staff.	□
3. Directs others to effective performance.	□
4. Establishes job related objectives for subordinates.	□
5. Monitors progress of subordinates.	□

**TECHNICAL**

**A. COMPETENCE**

1. Demonstrates sufficient knowledge to perform job responsibilities.	□
2. Demonstrates an ability to learn new techniques.	□

**B. QUALITY**

1. Accomplishes tasks accurately.	□
2. Completes all aspects of assigned tasks thoroughly.	□

**C. QUANTITY-** Accomplishes the amount of work expected for the position. □

**PERSONAL ATTRIBUTES**

**A. COMMUNICATION**

1. Organizes and expresses thoughts clearly and concisely orally.	□
2. Organizes and expresses thoughts clearly and concisely in writing.	□

**B. JUDGEMENT** - Is a sound, logical thinker. Makes judgments on credible evidence. □

**C. DEPENDABILITY-** Can be relied upon to work toward the accomplishment of College/Department goals. □

**D. INITIATIVE AND CREATIVITY**

1. Has drive and resourcefulness.	□
2. Deviates from routine for greater effectiveness when warranted.	□

**E. PERFORMANCE UNDER PRESSURE-** Is able to perform duties under pressure and remain calm in crises situations. □

**F. HUMAN RELATIONS-** Demonstrate warmth and enthusiasm and relates to others in a positive way. □

**G. PROFESSIONAL DEVELOPMENT-** Shows evidence of learning and growing in professional skills and development. □

**Overall Average** \_\_\_\_\_

**EMPLOYEE IS RECOMMENDED FOR RETENTION:**  YES  NO

**SUPPORTIVE COMMENTS:**

**RECOMMENDATIONS FOR IMPROVEMENT:** (May be completed for general improvement comments. Must be completed for major or or minor improvement categories.)

\_\_\_\_\_  
Evaluator's Name Title

\_\_\_\_\_  
Signature Date

I have reviewed this evaluation and made the following comments: (Use additional pages if necessary.)

**EVALUATEE:** (Signature does not mean agreement with the contents of the evaluation.)

\_\_\_\_\_  
Signature Date

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Signature \*Acceptance of Recommendation

\_\_\_\_\_  
Director/Chairperson Date

Yes  No

\_\_\_\_\_  
Area Head Date

Yes  No