

**Texas**

**Southmost**

**College**

**Instructions for Completing and Administering the Performance Evaluation**

1. **Evaluation and Self-Evaluation.** Both the employee and the evaluator are to complete an evaluation form. Prior to the evaluation meeting, the employee is to do a self-evaluation using this form and will give a copy of it to the evaluator at an agreed upon date prior to the review. If necessary, the evaluator/supervisor may conduct a pre-review discussion to clarify points in the employee’s self-evaluation.
2. **Evaluation Standards.** Both the employee and the evaluator are to use a three-point scale when evaluating performance levels.

**3 Exceptional Performance**

Performance consistently exceeds the requirements of the position. Performance is of an unusually high quality.

**2.5 Exceeds Expectations**

Performance frequently exceeds job requirements. Accomplishments are regularly above expected levels. Performance is sustained and uniformly high with thorough and on-time results.

**2 Fully Meets Expectations**

Performance completely meets the expectations of the position. Indicates that all assignments and objectives have been met. All core competencies were performed according to the requirements of the position.

**1.5 Needs Further Development**

Performance is noticeably less than expected. The employee generally meets most job requirements, but struggles to fully meet them all. The need for further development and improvement is clearly recognized.

1. **Unsatisfactory Performance**

Performance either does not meet or partially meets some but not all expectations. Further improvement is required for successful performance of the area in question.

Supervisors are allowed to and encouraged to award fractional points in order to fine tune the evaluation for the particular employee. Scores may be assigned by either full points or half points. Depending on the level of performance, a supervisor may award 1, 1.5, 2, 2.5 or 3. Documentation and supporting evidence of performance are strongly suggested and should be provided in the Comment box for each of the criteria in order to make the scores defendable should they be scrutinized.

1. **Completing the Evaluation Form.** The evaluation form is divided into four sections and must be completed as follows:

**Section 1: Competencies**

Competencies evaluation scores are determined by the employee’s actual performance for each factor. One or more core values have been listed for each group of competencies. Employees and evaluators may consider how the employee demonstrates the value(s) when assigning a rating to items within the group.

Provide examples to support all ratings. Ratings of “Needs Further Development” should be documented in the comment section with each rating criteria. Determine the “overall rating” for Competencies by calculating the average of all scores in this section. [Note: All calculations will be done automatically in the online version of this instrument.]

**Section 2: Behavioral Attitudes (Standards of Behavior)**

This section is used to evaluate the employee’s performance relative to specific attitudes as required of the classification. These behaviors include Interpersonal Skills, Performance of Specific Job Functions, Outcome Orientation, Supervisory Skills, and Administrative Responsibilities. [Note: All calculations will be done automatically in the online version of this instrument.]

**NOTE: You must enter “# of Objectives Scored” in number 9 (highlighted in yellow).**

**Section 3: Objectives (Current Year and Next)**

This section is used to evaluate the employee’s participation and contribution to TSC’s institutional effectiveness process. Current Year Objectives are to be established the previous year. Outcomes/Accomplishments should be included from last evaluation period. Objectives may be associated to institutional effectiveness plans, performance of job duties and responsibilities or they may be professional development goals associated with furthering job knowledge or professional designation. Successful completion of these objectives will be evaluated on the same 3 point scale.

**Note: You must enter “# of Objectives Scored” in Chart 3A (highlighted in yellow).**

1. **Calculating the Overall Score.** Upon completion of the scored sections, the evaluator will record the section averages in the space following Chart 3A. The evaluator will multiply the section averages by their respective weights, and then sum the weighted averages in order to generate the employees overall score. [Note: All calculations will be done automatically in the online version of this instrument.]

***Example: Section 1 Competencies Average Score 1.9 \* .33 (section weight) = 0.627***

 ***Section 2 Behaviors Average Score 1.85 \* .33 (section weight) = 0.611***

 ***Section 3 Objectives Average Score 2.5 \* .34 (section weight) = 0.850***

 *Overall Score =* ***2.09***

1. **Meeting of Evaluator and Employee.** The supervisor will give the employee a blank copy of the form and ask the employee to complete a self-evaluation and to return it by a designated time. Ask the employee to provide documentation or examples to support any self-evaluations that exceed 2.0 for any area. The supervisor should have at least a day to review the self-evaluation and complete his/her own evaluation before meeting with the employee for the formal evaluation meeting.
2. **Routing for Signature.** Once the evaluation is complete, the employee and the supervisor will each sign the evaluation. After the evaluation has been signed by both, the supervisor will finalize the evaluation. Any changes in the content of the evaluation will automatically require the evaluation to go back through the signature process from the beginning. Evaluations will be sent through administrative channels to the respective Vice President for review and approval.
3. **Official Personnel Record.** Once the evaluation has received final approval, the evaluation is considered complete and can no longer be edited. Employees should receive a copy of their evaluation. The Human Resources Department will maintain all completed evaluations which are considered a part of each employee’s employment record.