



AMERICAN SAMOA COMMUNITY COLLEGE
STAFF PERFORMANCE EVALUATION FORM

Name \_\_\_\_\_ Employee ID No. \_\_\_\_\_ Current GS/Step \_\_\_\_\_

Position Title \_\_\_\_\_ Division \_\_\_\_\_

Supervisor [ ] Professional Staff [ ] Support Staff [ ]
Type of for Evaluation [ ] Annual Evaluation [ ] Probationary Evaluation [ ] Special Evaluation
Performance Period \_\_\_\_\_

Directions: Supervisor and employee will use this form to evaluate the performance of the employee for the period indicated. The rating system below shall be used by the supervisor in rating/ranking performance pertaining to employee's skills, knowledge and abilities in carrying out duties of position for performance period. The five point Likert scale applies:

1-Unsatisfactory \*1, 2 Needs Improvement, 3 Satisfactory, 4 Above Average, 5 Exceptional \*2,

This form must be returned to the Office of Human Resources by (performance evaluation due date). If the form is not received by this date, employee rating may default to Satisfactory.

A. Skills and Job Knowledge

- 1. Demonstrates proficiency in the skills and knowledge needed to perform essential job duties.
2. Supports the mission of the College.
3. Is self-motivated and take initiative to carry out essential duties
4. Completes work load in timely manner to meet standards
5. Follows policies and procedures when completing tasks
6. Demonstrates technical skills needed to perform essential tasks
7. Organized and pay attention to detail when completing job tasks
8. Adheres to policies when handling confidential information
9. Accepts ownership and responsibility for job related tasks
10. Maintains equipment, materials and overall work area
11. Contributes to Student Learning and assessment for accountability, sustainability, and continuous institutional effectiveness

Table with 6 columns (1-5, N/A) and 11 rows corresponding to the list items.

Employee agree [ ] or disagree [ ] with above ratings.

Comments: \_\_\_\_\_

Employee Initial [ ]

B. Teamwork and Interpersonal Skills

- 1. Collaborates with colleagues and others in a positive and constructive manner
2. Shows respect and consideration for other team members
3. Follow instructions and chain of command/protocol
4. Fosters and maintain a positive working relationship with others
5. Seeks to resolve conflicts, rather than incite them
6. Maintains professional conduct and demonstrate courtesy to others
7. Works cooperatively in groups and within institutional involvement
8. Is flexible and dependable

Table with 6 columns (1-5, N/A) and 8 rows corresponding to the list items.

Employee agree [ ] or disagree [ ] with above ratings.

\_\_\_\_\_

[ ]

1 Action Plan Required

2 Action Plan Required

Comments: \_\_\_\_\_

Employee Initial \_\_\_\_\_

**C. Communication Skills and Attitude**

- 1. Displays a customer-friendly attitude when communication with students, visitors, colleagues, and administrators .....
- 2. Writes and speaks clearly with co-workers/supervisors .....
- 3. Responds to email and written communication in professional manner .....
- 4. Responds to email and written communication in a timely manner .....
- 5. Is receptive to constructive criticism to improve job performance .....
- 6. Can effectively communicate policies and procedures when required to assist others .....
- 7. Uses appropriate best practices communication to accomplish job related tasks .....

1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A

1	2	3	4	5	N/A
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1	2	3	4	5	N/A
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Employee agree  or disagree  with above ratings.

Comments: \_\_\_\_\_

Employee Initial

**D. Personal Qualities and Dependability**

- 1. Effectively carries out job responsibilities .....
- 2. Effectively completes other assigned job related tasks .....
- 3. Attends required college functions (i.e. graduation, in-service, ceremonies, etc).....
- 4. Actively participates on assigned institutional committees .....
- 5. Participates in professional development activities .....
- 6. Reaches professional development goals .....
- 7. Uses professional development activities to improve job performance .....
- 8. Maintains current, appropriate certifications .....
- 9. Reports to work regularly and on time .....
- 10. Follows proper procedures when reporting off .....
- 11. Follows proper procedures when traveling on job related matters .....

1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A
1	2	3	4	5	N/A

Employee agree  or disagree  with above ratings.

Comments: \_\_\_\_\_

Employee Initial

**Action Plan (i.e Professional Development, Training etc.) for Next Performance Period to meet Divisional Outcomes**

**Action Plan (i.e Professional Development, Training etc.) for Next Performance Period to meet Institutional Outcomes**

**Employee Review**

- I am in agreement with performance evaluation
- I disagree with performance evaluation as noted.

Comments \_\_\_\_\_

**Supervisor Review**

- I am in agreement with performance evaluation
- I disagree with performance evaluation as noted.

Comments \_\_\_\_\_

Eligible for Next Step Increment Yes  No  Not Applicable

Signatures: 1. \_\_\_\_\_ Date \_\_\_\_\_ 2. \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor Employee

Reviewed by: 3. \_\_\_\_\_ Date \_\_\_\_\_ 4. \_\_\_\_\_ Date \_\_\_\_\_  
Vice President/Dean/Director/Officer Human Resources Officer