



**SUPERVISORY STAFF
PERFORMANCE REVIEW FORM**

Employee Name: Click here to enter text.	Position Title: Click here to enter text.
Department: Click here to enter text.	Supervisor: Click here to enter text.
Period Covered: 7/1/2013 TO 6/30/2014	
Review Type <input type="checkbox"/> Annual <input type="checkbox"/> Promotion/Transfer <input type="checkbox"/> Probationary (1 year) <input type="checkbox"/> Other:	

Instructions

- On this form, “employee” refers to the employee being evaluated; “supervisor” refers to the evaluator.
- If you are completing the form electronically, you may type comments in the shaded areas. These areas will expand to accept any length of comment. If you are asked to select an option from a group of predetermined answers, you may click on the appropriate box to mark it with an “X”. This document may be saved at any time.
- In advance of the performance review meeting, the employee’s job description (on file with Human Resources) must be reviewed by both the employee and the supervisor. Check appropriate box below and initial when review has been completed.

<input type="checkbox"/> Job description has been reviewed and is accurate.	Employee _____	Supervisor _____
<input type="checkbox"/> Job description requires revision. Revised job description is attached.	Employee _____	Supervisor _____
- Employee completes self-review by checking “self” box at appropriate rating level for each job performance factor in Section II. Comments to support the rating should be included. If the job performance factor is not applicable for your position, please enter “N/A” in Employee Comments. Employee also completes Section III, Self-Review of Overall Summary of Performance; Section V, Performance Goals and Objectives from Last Review; Section VI, Performance Goals and Objectives; and the section on Mission. Employee then forwards form to supervisor for completion.
- Supervisor reviews the employee’s self- review and completes review of the employee by checking “supervisor” box at the appropriate rating level for each job performance factor in Section II. Comments to support the rating should be included. If the job performance factor is not applicable for the employee’s position, please enter “N/A” in Supervisor Comments. Supervisor completes Section IV, Overall Summary of Performance Review – Supervisor’s Review. Supervisor also reviews and may revise or add to Section VI, Performance Goals and Objectives and the section on Mission.
- The supervisor arranges a meeting with employee and provides the employee with a copy of the review prior to the meeting. Employee and supervisor review and discuss the completed form, paying particular attention to the performance goals and objectives from the last review period, Section V, and, together, further refining and developing goals and objectives in Section VI.
- The completed review form is forwarded to the supervisor’s supervisor, the “Reviewing Officer,” for review. Reviewing Officer checks box below and initials finalized performance review verifying that this step was completed.

<input type="checkbox"/> I have reviewed this review prior to it being finalized with the employee and supervisor.	Reviewing Officer Click here to enter text.
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- A finalized performance review form is completed and signatures are obtained for Section I. Employee and the supervisor keep an electronic and paper copy of the completed review for their records. The signed original is forwarded the Office of Human Resources.

Section I – ACKNOWLEDGMENT & SIGNATURES

I have reviewed this evaluation and discussed its contents with my supervisor. My signature indicates that I have been advised of my performance status. In addition to signing, I have checked the appropriate box below indicating my agreement or disagreement with this review.

- I agree with this evaluation.
- I disagree with this evaluation and would like to discuss the review with the Director of Human Resources.

Employee

Date

Supervisor

Date

Reviewing Officer

Date

Section II. JOB PERFORMANCE FACTORS

For each performance factor, check the box that most closely matches your assessment. Employee checks only the “Self” boxes. Supervisor checks only the “Supervisor” boxes.

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Quality & Quantity of Work Position Description	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Work is unusable due to errors and/or poor organization. Frequently misses deadlines. Work volume consistently below standard. Failure to follow policies, procedures and external regulations puts College at risk.		Work is thorough, logical, accurate and neat. Manages required volume of work in a timely manner. Follows policies, procedures and external regulations.		Consistently produces work that is thorough, logical, innovative, accurate and neat. Consistently and effectively manages a high volume of work in a timely manner. Is consistently cognizant of and always follows policies, procedures and external regulations	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Teamwork Mission: Respect the Whole Person	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Rarely cooperates with or assists others. Ineffective team member who is defensive, argumentative and/or has a negative effect on others.		Willing to work with others within and across departments. Effective team member who works pleasantly and cooperatively towards common goals and shares the credit.		Initiates cooperative projects and voluntarily assists others within and across departments. Excellent team member who consistently and reliably works pleasantly and cooperatively towards common goals and shares the credit.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Customer Service Mission: Hospitality	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Rarely responds to customer needs in a helpful manner. Often rude and offensive.		Usually responds to customer needs in a friendly, helpful, respectful, timely and courteous manner		Dependently responds to customer needs in a friendly, helpful, respectful, timely and courteous manner. Continually anticipates customer needs; goes out of way to assist people. Able to respond appropriately to more than one customer at a time. Creates good will for the department and College.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Reliability Fundamental Expectation	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Attendance and/or communication about absences, schedule and conflicts that may arise to prevent or limit availability in the workplace are unreliable or inconsistent. Inflexible with scheduling and leave requests. Takes advantage of leave time.		Consistently attends work and communicates with supervisor about absences, schedule and conflicts that may arise to prevent or limit availability in the workplace. Willing to be flexible.		Dependably attends work and always communicates with supervisor about absences, schedule and scheduling conflicts. Carefully considers College and departmental needs and balances with personal interests. Willingly flexible. Makes appropriate arrangements to ensure delays in arrival or absences minimally impact work.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Organization Position Description	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Rarely organizes workload for effective and timely completion. Frequently loses concentration when faced with many tasks		Balances attention to short- and long-term work objectives; organizes and prioritizes for effective and timely completion of workload. Handles multiple tasks well		Balances attention to short- and long-term work objectives; organizes and prioritizes for effective and timely completion of workload. Highly skilled at multi-tasking. Able to reprioritize as changing situations require. Communicates work plan to supervisor and other stakeholders.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Problem Solving Position Description	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Rarely anticipates or understands work-related problems. May require supervisory intervention to correct actions taken.		Usually demonstrates thorough understanding of problems; recommends sound alternative approaches and corrective actions. Recognizes new opportunities and develops imaginative strategies.		Consistently anticipates and demonstrates thorough understanding of problems; develops insightful alternative approaches and corrective actions. Recognizes new opportunities and develops imaginative strategies. Sees larger picture and implications of solutions within and across departments.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Judgment Position Description	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Fails to consider facts or relationships involved in decisions. Decisions are oftentimes narrowly-based and ill-conceived for the circumstances. Fails to confer with or refer action to others as appropriate		Usually makes informed, timely, discerning, and sensitive decisions. Confers with and refers actions to others as appropriate. Carefully considers facts or relationships involved.		Consistently makes thoroughly informed, timely, discerning, and sensitive decisions. Evaluates complexity of situations and potential outcomes of decisions. Integrates department needs into College-wide priorities. Confers with and refers actions to others as appropriate.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Initiative Fundamental Expectation	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Rarely starts and moves ahead with projects. Dependent on direction from others. Requires constant monitoring.		Performs duties on own; can cope with irregularities. Reliably identifies appropriate new areas for action. Follows through until tasks are completed.		Consistently starts and moves ahead with all projects. Reliably identifies appropriate new areas for action. Follows through until tasks are completed. Communicates with supervisor regarding any delays. Sets challenging goals for self.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Oral Communication Position Description	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Responses may be slow, insensitive, and unclear or violates confidentiality. Often doesn't listen to others. Interactions are sometimes tactless, obstructive or offensive.		Usually selects the best form of communication for the situation. Responds clearly, sensitively, accurately and tactfully; listens carefully to others. Always maintains confidentiality.		Consistently selects the best form of communication for the situation. Responds clearly, sensitively, accurately, persuasively and diplomatically. Checks to ensure that communication is understood and validates others' communications. Always maintains confidentiality.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Written Communication Position Description	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Rarely selects the best form of communication for the situation. Response often slow, insensitive, unclear or violates confidentiality. Writing is rarely organized, logical, concise, grammatically correct or stylistically appropriate. Requires extensive editing and correction.		Usually selects the best form of communication for the situation. Documents are usually clear, concise, organized, logical, accurate, comprehensive, grammatically correct and stylistically appropriate. Usually maintains confidentiality		Consistently selects the best form of communication for the situation. Checks to ensure that communication is understood. Documents are clear, concise, organized, logical, accurate, comprehensive, grammatically correct and stylistically appropriate. Writing is consistently insightful, persuasive and engaging. Always maintains confidentiality.	

Employee Comments (use position description as foundation and description of comments):
[Click here to enter text.](#)

Supervisor Comments:
[Click here to enter text.](#)

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Goal Setting Position Description	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Supervisor and staff rarely set goals. Department is not goal-oriented.		Supervisor and staff sometimes develop individual goals related to Carroll's strategic initiatives. Some communication occurs to assess progress towards goals and to offer assistance.		Department consistently develops goals that support College's strategic initiatives. Communication regularly occurs to assess progress towards goals and offer assistance. When goals are not met, supervisor and staff evaluate relevant causes and use this analysis to guide future goals.	

Employee Comments (use position description as foundation and description of comments):
[Click here to enter text.](#)

Supervisor Comments:
[Click here to enter text.](#)

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Program Review Position Description	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Does not assess and evaluate departmental programs and services on a cyclical basis.		Assesses and evaluates a cyclical review of the departmental programs and services. May invite staff participation; may involve targeted users in evaluation of programs and services. Usually makes/ recommends program/policy changes based on analysis. May convey findings to appropriate audience.		Reliably initiates a cyclical review including comprehensive assessment and evaluation of departmental programs and services. Ensures that appropriate faculty and/or staff understands and participates in departmental review process. Review is documented and results analyzed. Recommends departmental adjustments (reassigning duties, assessment of staffing levels, etc.) and/or policy changes based on analysis. Conveys findings to supervisor or appropriate administration.	

Employee Comments (use position description as foundation and description of comments):
[Click here to enter text.](#)

Supervisor Comments:
[Click here to enter text.](#)

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Budget Position Description	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Does not tie budget to departmental goals. Budget submitted late or after repeated requests from supervisor. Rarely monitors budget and does not adjust spending or keep accounts within budget. Fails to inform supervisor of budgetary issues.		Submits comprehensive, well-supported budgets that are tied to departmental goals. Submits budget by published deadline. Plans expenditures and almost always stays within budget. Informs supervisor of budgetary issues. Administers budget responsibly and ethically.		Exhibits innovative budget development and management skills. Submits comprehensive, well-supported budgets that are tied to departmental and institutional goals. Consistently monitors budget and adjusts expenditures. Informs supervisor of budgetary issues and contributes cost-saving ideas. Administers budget responsibly and ethically.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Human Resource Administration Fundamental Expectation	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Does not develop staffing model or describe positions effectively. Does not effectively recruit, hire, train or retain personnel appropriate to departmental needs. Employee performance reviews are incomplete or not submitted. Fails to consult appropriately with Human Resources.		Effectively assesses staffing needs and describes positions. Recruits, hires, trains and retains personnel appropriate to departmental needs. Regularly reviews staff position descriptions. Ensures employees complete mandatory and other training. Performance reviews are often late and/or ineffective. Manages employees in an objective and respectful manner most of the time. Does not always consult appropriately with Human Resources.		Regularly and creatively assesses staffing model and describes positions effectively. Exhibits outstanding skill at recruiting, hiring, training and retaining personnel appropriate to departmental needs. Regularly reviews job descriptions annually. Ensures employees attend mandatory and other training. Conveys importance of performance review process to staff and completes annual performance review process in timely and highly effective manner. Dependably and consistently manages employees in an objective and respectful manner. Consistently demonstrates an appreciation for human differences and values diversity. Consults appropriately with Human Resources.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Development of Employees Fundamental Expectation	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Rarely evaluates skills, knowledge, aptitudes, interests and developmental needs of employees, and is not able to apply knowledge to provide appropriate level of delegation & supervision. Rarely provides appropriate feedback to employees or provides feedback in unacceptable manner. Does not take corrective action when necessary or provide appropriate recognition to employees for good performance.		Frequently evaluates skills, knowledge, aptitudes, interests and developmental needs of employees and applies knowledge to provide appropriate level of delegation/supervision. Provides appropriate feedback to staff through regular meetings. Often encourages and practices two-way communication.		Regularly evaluates skills, knowledge, aptitudes, interests and developmental needs of employees and applies this knowledge to provide developmental plan for each employee and appropriate level of delegation/supervision. Consistently provides appropriate feedback to staff through regular meetings and on-the-job coaching. Takes appropriate corrective action when necessary. Almost always encourages and practices two-way communication.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Motivation Fundamental Expectation	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Demonstrates a lack of concern over motivating staff. Is a poor role model. Response to challenges and adversity is unprofessional. Work of department is of low quality and consistently late, requiring the intervention of supervisor.		Frequently exhibits skills in motivating and inspiring staff to meet work goals. Leads by example and with integrity. Accepts challenges and adversity with positive attitude. Work of department is of high quality and timely.		Demonstrates outstanding skill in motivating and inspiring staff to meet and exceed work goals. Validates accomplishments of department and ensures all members are recognized for their achievements. Consistently leads by example and with integrity. Accepts challenges and adversity with positive attitude. Productivity of department is high.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

	Does Not Meet Expectations		Meets Expectations		Exceeds Expectations	
Policies & Regulations Position Description	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Self <input type="checkbox"/>	Supervisor <input type="checkbox"/>
	Demonstrates little familiarity with campus/ external policies or external regulations; rarely follows them. Documentation is not completed. Fails to ensure that employees follow applicable policies/regulations.		Demonstrates familiarity with campus policies and external regulations; exercises good judgment in following them. Completes good quality documentation on time. Ensures that staff members follow applicable policies/ regulations.		Demonstrates great familiarity with campus policies and external regulations; exercises superior judgment in following regulations. Conveys importance to staff and ensures that staff members follow applicable policies/ regulations. Completes high quality documentation on time.	
Employee Comments (use position description as foundation and description of comments): Click here to enter text.						
Supervisor Comments: Click here to enter text.						

Section III. OVERALL SUMMARY OF PERFORMANCE – SELF REVIEW

Please provide below a description of your overall performance during the review period. Use this space to provide comments relating to the performance factors. Include major accomplishments, strengths and areas where improvement may be needed. Shaded areas will expand as you type and will accept any comment length.

Accomplishments: [Click here to enter text.](#)

Strengths: [Click here to enter text.](#)

Areas for Development/Improvement:[Click here to enter text.](#)

A development plan must be included and submitted to the Office of Human Resources for any performance factor with less than a successful performance rating.

The development plan must include:

- Required Training, if applicable.
- Methods and Strategies Used for Improving Performance.
- Measurements Used for Assessing Performance.
- Goals of Achievement for Satisfactory Performance.

Section IV. OVERALL SUMMARY OF PERFORMANCE – SUPERVISOR’S REVIEW

Please provide below a description of this employee’s overall performance during the review period. Use this space to provide comments relating to the performance factors. Include major accomplishments, strengths and areas where improvement may be needed. Shaded areas will expand as you type and will accept any comment length.

Accomplishments: Address accomplishments presented in the Self-Review as well as additional accomplishments.

[Click here to enter text.](#)

Strengths:[Click here to enter text.](#)

Contributions to the College (committee service, extra-departmental service, etc.): [Click here to enter text.](#)

Areas for Development/Improvement:[Click here to enter text.](#)

A development plan must be included and submitted to the Office of Human Resources for any performance factor with less than a successful performance rating.

The development plan must include:

- Required Training, if applicable.
- Methods and Strategies Used for Improving Performance.
- Measurements Used for Assessing Performance.
- Goals of Achievement for Satisfactory Performance.

Section V. PERFORMANCE GOALS & OBJECTIVES FROM LAST REVIEW

Review of goal achievements is a collaborative exercise between the employee and supervisor.

Transfer goals and objectives from last year's review form. All employees must have at least one (1) goal. Shaded areas will expand as you type and will accept any comment length.

For supervisors/ departments who utilize TracDat for Strategic Planning and Goal-setting, please indicate that resource and guidance here:

Goal: Click here to enter text.				
Not Met <input type="checkbox"/>	Partially Achieved <input type="checkbox"/>	Achieved <input type="checkbox"/>	Exceeded <input type="checkbox"/>	Target Date: Click here to enter a date.
Goal: Click here to enter text.				
Not Met <input type="checkbox"/>	Partially Achieved <input type="checkbox"/>	Achieved <input type="checkbox"/>	Exceeded <input type="checkbox"/>	Target Date: Click here to enter a date.
Goal: Click here to enter text.				
Not Met <input checked="" type="checkbox"/>	Partially Achieved <input type="checkbox"/>	Achieved <input type="checkbox"/>	Exceeded <input type="checkbox"/>	Target Date: Click here to enter a date.
Goal: Click here to enter text.				
Not Met <input type="checkbox"/>	Partially Achieved <input type="checkbox"/>	Achieved <input type="checkbox"/>	Exceeded <input type="checkbox"/>	Target Date: Click here to enter a date.
Goal: Click here to enter text.				
Not Met <input type="checkbox"/>	Partially Achieved <input type="checkbox"/>	Achieved <input type="checkbox"/>	Exceeded <input type="checkbox"/>	Target Date: Click here to enter a date.
Goal: Click here to enter text.				
Not Met <input type="checkbox"/>	Partially Achieved <input type="checkbox"/>	Achieved <input type="checkbox"/>	Exceeded <input type="checkbox"/>	Target Date: Click here to enter a date.
Goal: Click here to enter text.				
Not Met <input type="checkbox"/>	Partially Achieved <input type="checkbox"/>	Achieved <input type="checkbox"/>	Exceeded <input type="checkbox"/>	Target Date: Click here to enter a date.

Section VI. PERFORMANCE GOALS & OBJECTIVES

Goals should be specific, measurable, achievable, and realistic) and include a target date for completion. When setting a goal, think about improving customer service, staff development, strategic College initiatives, departmental goals, and the mission of the College. Employee should understand how his/her goals support the College's mission and strategic initiatives. Regular meetings should be scheduled throughout the year to assess and document progress toward meeting these performance objectives. All employees must have at least one (1) goal. Shaded areas will expand as you type and will accept any comment length.

For supervisors/ departments who utilize TracDat for Strategic Planning and Goal-setting, please indicate that resource and guidance here:
Click here to enter text.

Goal:Click here to enter text.
Target Date: Click here to enter a date.
Resources Needed:Click here to enter text.

Goal:Click here to enter text.
Target Date: Click here to enter a date.
Resources Needed:Click here to enter text.

Goal:Click here to enter text.
Target Date: Click here to enter a date.
Resources Needed:Click here to enter text.

Goal:Click here to enter text.
Target Date: Click here to enter a date.
Resources Needed:Click here to enter text.

Goal:Click here to enter text.
Target Date: Click here to enter a date.
Resources Needed:Click here to enter text.

Goal:Click here to enter text.
Target Date: Click here to enter a date.
Resources Needed:Click here to enter text.

Goal:Click here to enter text.
Target Date: Click here to enter a date.
Resources Needed:Click here to enter text.

Goal:Click here to enter text.
Target Date: Click here to enter a date.
Resources Needed:Click here to enter text.

Goal: Click here to enter text.
Target Date: Click here to enter a date.
Resources Needed: Click here to enter text.

SECTION VII: DISCUSSION OF MISSION

Carroll College is a Catholic, diocesan, liberal arts college in the ecumenical tradition of the Second Vatican Council. The Performance Review exercise provides an opportunity to engage employees and supervisors in meaningful conversations about how each and every employee is an ambassador to and for Carroll College's Catholic identity as it relates to its overall educational mission. Born out of our Catholic tradition, we have a strong calling to work together for the common good. As such, the employee and supervisor will discuss the following key characteristics of the Carroll College mission statement with regard to the employee's role and position at Carroll College. While this section is not "rated," you may document your discussion below.

- 1) **The employee contributes to a welcoming and supportive environment for our students and each other, his/her faculty and staff colleagues, to support and fulfill all Carroll students' academic and personal potential.**
Comments: [Click here to enter text.](#)

- 2) **The employee places the needs of co-workers before his/her own and contributes to a collaborative, productive, and proficient work environment.**
Comments: [Click here to enter text.](#)

- 3) **The employee contributes to Carroll's relationship with the Helena community (e.g., participation in local organizations, activities and events), especially its service to the poor and others in need.**
Comments: [Click here to enter text.](#)

- 4) **The employee's allocation of resources that he/she uses in performing his/her job demonstrates a commitment to and value of the care, management and stewardship of those resources when supporting Carroll's core values of providing service to students, faculty, staff, donors, and/or friends of Carroll College.**
Comments: [Click here to enter text.](#)

- 5) **Employee feels free to learn and grow personally and/or spiritually, regardless of religious affiliation.**
Comments: [Click here to enter text.](#)