|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYEE NAME**: |  | **POSITION**: |  |
| **SUPERVISOR**: |  | **DEPARTMENT**: |  |
| **PERIOD**: |  | **HIRE DATE:** |  |
|  |  | **DUE DATE:** |  |

**Policy:** The College will review the performance of each UPSEU member on an annual basis. This review is an opportunity for both the supervisor and the employee to discuss the employee's work performance by measuring the performance against position requirements, to review established goals and set new goals.

**Procedures:** The supervisor/department head will evaluate the UPSEU member considering the following performance factors, selecting the appropriate rating\*, and provide performance feedback (required). The Job Description shall be reviewed with the employee. This completed form should be returned to Human Resources no later than the employee’s hire date anniversary.

**\*Ratings:**

5 - Excellent Exceeds performance expectations.

4 - Very Good Consistently achieves and sometimes exceeds performance expectations.

3 - Good Consistently achieves performance expectations.

2 - Satisfactory Meets minimum performance expectations.

1 - Unsatisfactory ★ Performance requires improvement.

n/a - Not applicable This performance indicator does not apply to this employee.

* If performance is unsatisfactory, requires improvement and has not been addressed during the year, you must contact Human Resources before delivering this document for support and guidance in addressing areas of improvement.

| **PERFORMANCE FACTOR** | **RATING\*** | **Performance Feedback** |
| --- | --- | --- |
| **Skills & Knowledge**:Skills and knowledge of the requirements of the position as outlined in the job description. |  |  |
| **Quality of work**:Attention to detail, follow through, thoroughness, accuracy, work techniques, responsibility, and communication skills. |  |  |
| **Productivity**:Quantity of work produced, organization, efficiency, utilization of time, and prioritization. |  |  |
| **Cooperation / Civility**:Ability to work with others, adaptability, service, leadership, and mindfulness. |  |  |
| **Dependability**:Follows instructions, adheres to policies and procedures, completes tasks in a timely manner, is punctual, and good attendance habits. |  |  |
| **Other Work Habits**:Complies with safety regulations, attends/participates in division meetings, training, professional development, other: |  |  |
| **Core Values:**Contributes to the College’s mission, vision and values statements, statement of purpose, and strategic plan priorities. |  |  |
| **Ability to Supervise**: (if applicable)Employee’s ability to equitably distribute work, properly delegate authority, fairness, and demonstrates leadership ability. |  |  |

**Job description review:** [ ]  Yes

Job descriptions are available in the Student Information and Registration System (SIRS) or on the Oneida County Office of Personnel Job Specification web page at: <http://www.ocgov.net/personnel/jobclassspecs>

Goals must be S.M.A.R.T. – Specific, Measurable, Achievable, Relevant and Timely.

| **Last Year’s goals:** | **goal assessment:** |
| --- | --- |
| 1. 2. 3.  | 1. 2. 3.  |

**Three (3) Goals for the next year include:**

**Supervisor Comments:** (attach additional pages as needed)

This evaluation is based upon my observation and knowledge of work performed by the employee.

|  |  |  |
| --- | --- | --- |
| Supervisor Signature |  | 2nd Level Supervisor Signature |
|  |  |  |
| Supervisor – printed name |  | 2nd Level Supervisor – printed name |
|  |  |  |
| Date |  | Date |

**employee Comments:** (attach additional pages as needed)

My signature indicates I have met and reviewed this evaluation with my supervisor. I have a copy of this evaluation. It does not constitute my agreement.

|  |  |  |
| --- | --- | --- |
| Employee Signature |  | Date |

CC: Employee Human Resource File

**Mohawk Valley Community College**

**MVCC VISION STATEMENT**

Transforming lives through learning

**MVCC MISSION STATEMENT**

MVCC provides accessible, high-quality educational opportunities to meet the diverse needs of our students. We are the community’s college, committed to student success through local partnerships, transfer and career pathways, and personal enrichment.

**MVCC VALUES STATEMENT**

* Inspire excellence; Embrace community; Model the way; Encourage confidence

**THREADS**

* Assessment; Partnerships; Communication; Resources; Enrollment**STRATEGIC GOALS**
* **INCREASE STUDENT COMPLETION**
	+ Increase the fall to fall retention.
	+ Increase the graduation rate.
	+ Increase the student success rate.
* **STRENGTHEN THE EDUCATIONAL PIPELINE**
	+ Strengthen outreach efforts to increase the number of K-12 career and educational opportunities.
	+ Strengthen university partnerships to increase the number of bachelor and graduate program partners and students enrolled in completer programs
	+ Strengthen transfer success by increasing the percentage of AA and AS graduates, and students without a credential who transfer to a four-year institution.
* **ADVANCE DIVERSITY AND INCLUSIVENESS**
	+ Advance faculty and staff recruitment to reflect the diversity evident in the MVCC student population.
	+ Advance student recruitment, offerings, and services to support and increase the percentage of adult students (25 years or older) as a percentage of the total student population.
	+ Advance the understanding of universal design by integrating UDL standards into 18 gateway course toolkits.
* **EXPAND APPLIED LEARNING**
	+ Expand the number of students completing internships and service learning experiences.
	+ Expand the number of sites for internships and service learning,
* **DEVELOP THE WORKFORCE AND COMMUNITY**
	+ Develop or redevelop programs (credit and noncredit) annually to meet community needs.
	+ Develop community partnerships annually with educational impact.

**Division/Center/Department Mission/Vision/Value Statement and Goals:**