

PENSACOLA STATE COLLEGE

Instructions for Evaluations for Professional/Managerial, and Executive Level Employees

I. Process:

The evaluation process used for employees in the Professional/Managerial and Executive categories is conducted on an annual basis. Evaluations for the past year performance must be completed by the immediate supervisor and forwarded to their respective senior level administrator no later than March 31 of each year. Completion of evaluations for this group of employees is mandatory and part of our Institutional Effectiveness calendar.

II. Supplement to the Evaluation:

In accordance with Pensacola State College Policy 6Hx20-4.026, each employee's evaluation will include the process of Professional Development. The form, "Annual Professional Development Plan for all Levels of Employees," must be completed to accompany the Evaluation. Each employee's established plan is used to document their educational goals, activities, workshop/seminar participation, in-service training, college service, and other to complete this process. Supervisors must review the categories with the employee and ensure the plan of professional development and training enhances the job functions as related to performance.

III. Approval Signatures:

Satisfactory evaluations shall be routed to the highest senior administrator level for final signature/approval. These evaluations need not be forwarded to the President. However, any professional development form indicating educational pursuit shall be forwarded to the President. Forms and instructions are available through the Pensacola State College intranet at <http://www.pensacolastate.edu/employeeforms.asp>.

Performance Evaluation Instructions

Professional / Managerial and Executive Evaluations

1. The purpose of the evaluation is to assist in the growth and development of the Professional/Managerial, and Executive staff. The evaluation, with comments and related discussions, should provide the individual with expectations for future performance including completion and monitoring of the professional development plan. A secondary purpose is to provide a rational and equitable basis for personnel decisions.
2. The evaluation for each employee (Form A) will be completed annually and returned to Human Resources Office by March 31.
3. It is the responsibility of each supervisor to insure that all personnel are evaluated annually. Human Resources will maintain a record of completed evaluations and will send reminders if necessary.
4. The rating scale is: E- Exceptional; 1 - Exceeds Expectations; 2 - Meets Expectations; 3 - Below Expectations; and 4 – Not Applicable. A rating of “E” for Exceptional may be used for up to three attributes. Ratings of “E” must be accompanied by written comment. A rating of “3” must be accompanied by a statement of corrective action. Documentation may be attached if appropriate.
5. The evaluation will be completed and signed by the evaluator and by the employee being evaluated. It will then be presented to the evaluator’s senior level administrator for review and signature prior to being forwarded to Human Resources.
6. The employee should sign the evaluation and may, at his/her option, make comments in the space provided. The employee signature does not necessarily imply agreement with the evaluation. Refusal to sign must be witnessed by someone other than the evaluator.
7. A supplemental comment sheet may be attached if needed.
8. Copies of the evaluation form are available from the Human Resources Office and on-line. Access on-line forms at <http://pensacolastate.edu/employment/forms.htm>. Only the original, signed copy of the evaluation form with the supplemental comment sheet, if used, should be returned to Human Resources for inclusion in the employee’s privacy file. Evaluations and supporting documentation are not subject to public inspection.

The Twelve Attributes of an Effective Professional / Managerial and Executive Employee

1. **Job Knowledge:** Demonstrates understanding of requirements of the position. Has full grasp of current developments in the field. Routinely demonstrates a mastery of applicable subject matter. Knows college and state policies and procedures.
2. **Planning/Organization:** Sets realistic goals. Follows through in a timely manner on assignments given and received. Makes efficient use of resources and adjusts them to meet emergency or changing requirements. Responds to requests for information in a complete and timely manner. Makes effective use of time. Maintains accurate and appropriate records.
3. **Communication:** Effective in oral and written communications, and/or presentations. Effectively, fairly, and responsibly assigns duties and responsibilities. Maintains an open-door policy for communication purposes. Conveys information, staff concerns, and problems appropriately.
4. **Human Relations:** Shows respect and consideration of others. Listens and responds in an appropriate manner. Maintains a sense of humor. Gives credit where credit is due. Maintains confidentiality in all situations. Respects the privacy of others.
5. **Leadership/Teamwork:** Supports teamwork and cooperative decision-making. Effectively motivates, leads, and guides people, committees, and activities toward common objectives. Is decisive and responsible for decisions. Encourages and accepts ideas of others. Is adaptable and open to change.
6. **Decision-Making:** Is able to form questions, collect information, and make decisions in a timely manner. Demonstrates flexibility in decision making situations.
7. **Judgment:** Exercises good judgment in job responsibilities. Consults with others and considers alternatives in critical situations. Knows and uses appropriate lines of authority and refers questionable matters to next level.
8. **Professionalism:** Operates at the highest level of integrity. Maintains composure in difficult situations. Is truly professional with all people, at all levels. Presents a courteous and positive attitude.
9. **Institutional Commitment:** Demonstrates full understanding of his/her responsibility within the context of the total college mission and organization. Effectively implements all laws, policies, and procedures. Supports the work of the college in all ways, including participation in appropriate college events.

Attributes continued

10. **Community/Professional Commitment:** Presents a positive view of the college to the community. Involved in community activities as appropriate. Involved in professional activities as appropriate.
11. **Institutional Diversity:** Demonstrates full understanding of his/her responsibility within the context of the college's commitment toward enhancing diversity and providing equal access/equal opportunity in programs and services for students and employees. (Examples which would demonstrate commitment to EA/EO may include participation in college activities which highlight equity, diversity and gender issues, disability awareness, minority affairs, etc.)
12. **Employment Accountability:** (Applies only to department heads, directors, deans, and vice presidents). This category measures the effort and success if hiring opportunities were available in achieving the annual and long range employment goals and objectives of the college's equity plan consistent with the intent of Section 1012.86 F.S.

PERFORMANCE EVALUATION
Professional/Managerial, and Executive Personnel
Evaluation Instrument

Employee's Name _____

Employee Number _____

Position Title _____

Evaluation Period _____

Rating Scale: E – Exceptional; 1 – Exceeds Expectations; 2 – Meets Expectations; 3 – Below Expectations; and 4 – Not Applicable. A rating of “E” for Exceptional may be used for up to three attributes. Ratings of “E” must be accompanied by written comment. A rating of “3” must be accompanied by a statement of corrective action.

____ 1. JOB KNOWLEDGE

____ 2. PLANNING / ORGANIZATION

____ 3. COMMUNICATION

____ 4. HUMAN RELATIONS

____ 5. LEADERSHIP / TEAMWORK

____ 6. DECISION-MAKING

Rating Scale: E – Exceptional; 1 – Exceeds Expectations; 2 – Meets Expectations; 3 – Below Expectations; and 4 – Not Applicable. A rating of “E” for Exceptional may be used for up to three attributes. Ratings of “E” must be accompanied by written comment. A rating of “3” must be accompanied by a statement of corrective action.

- ___ 7. JUDGMENT

- ___ 8. PROFESSIONALISM

- ___ 9. INSTITUTIONAL COMMITMENT

- ___ 10. COMMUNITY / PROFESSIONAL COMMITMENT

- ___ 11. INSTITUTIONAL DIVERSITY

- ___ 12. EMPLOYMENT ACCOUNTABILITY

The employee signature does not necessarily imply agreement with the evaluation.

Employee's Signature Date

Evaluator's Signature Date

Senior Level Administrator Date

Employee's Comments: _____
