



Performance Management Form Staff & Faculty

Employee Name: _____		Appraisal Type <input type="checkbox"/> 1) Employee Self-Appraisal (optional by manager discretion) <input type="checkbox"/> 2) New Hire Performance Plan <input type="checkbox"/> 3) Completed by manager for major changes to goals, duties, or responsibilities. <input type="checkbox"/> 4) Annual Performance Appraisal
Job Title: Program Support Specialist		
Department: _____		
Manager Name: _____		Appraisal Type Key 1) Completed by employee at manager's request as part of formal appraisal. 2) Completed by manager for new hire within 45 days of hire [sections 5 & sections 2 & 3. 3) Completed by manager for major changes to goals, duties, or responsibilities. 4) Completed annually by manager with or without employee self-appraisal.
Review Period: 6/1/2017 5/31/2018 <div style="text-align: center; font-size: small;"> From To </div>		

General Guidelines

This performance management tool provides measurable performance expectations, redirects unsuccessful performance, recognizes successful performance, and supports employee development; by providing sections for Individual/Core Competencies, Job Responsibilities, Performance Goals, and an Individual Development Plan. If you believe the expectations within your performance plan are unachievable, are not job related, and/or if you receive a final performance rating of 'Unsatisfactory Performer'; you may request a review of this performance appraisal by contacting the Director of Human Resources.

Rating Scale and Definitions

5 = Exceptional Performer	Employee exceeded all performance expectations. Employee is an exceptional contributor to the success of his/her department and the State of Georgia. He/She demonstrated role model behavior.
4 = Successful Performer Plus	Employee met all and exceeded most (more than 50%) of the established performance expectations.
3 = Successful Performer	Employee met all performance expectations and may have exceeded some (less than 50%). Employee was a solid contributor to the success of his/her department and the State of Georgia.

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2 = Successful Performer Minus	Employee met most (more than 50%), but failed to meet some (less than 50%) of performance expectations. Employee needs to further improve in one or more areas of expected job results or behavioral competencies.
1 = Unsatisfactory Performer	Employee does not meet all or most (more than 50%) of the established performance expectations. Employee needs significant improvement in critical areas of expected job results or behavioral competencies.
N/A = Does Not Apply	Does not apply to this employee at this time, and/or there has been insufficient opportunity to observe and/or reasonably assess performance in this area.

Section 1: Individual / Core Competencies							
Place an 'x' in one box per competency.							
Core Competencies	Comments	N/A	1	2	3	4	5
Customer Service - Understands that all employees have customers, internal and external, they provide services and information to; honors all of the College's commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service.							
Teamwork and Cooperation - Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect, maintains a friendly demeanor, and values the contributions of others.							
Results Orientation - Consistently delivers required business results; sets and achieves achievable, yet aggressive goals; consistently complies with quality standards and meets deadlines; maintains focus on College goals.							

Accountability - Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the College to maintain the public's trust.							
Judgment and Decision Making - Analyzes problems by evaluating available information and resources; develops effective, viable solutions to problems which can help drive the effectiveness of the department and/or the College.							
Section 2: Job and Individual Responsibilities: Insert as many rows as needed							
	Comments	N/A	1	2	3	4	5
Job and Individual Responsibilities - Provides the first point of contact for students interested in division programs. Advises students on academic and career issues.							
Job and Individual Responsibilities - Provides support to the Division Dean or Program Directors as necessary.							
Job and Individual Responsibilities - Performs other duties as assigned to fulfill the needs and purpose of the college or the division.							

Section 3: Performance Goals & Plans from previous performance year: Insert as many rows as needed										
* Refer to Section 7 from previous year.										
Professional Development Plans* - Describe the employee's performance in professional development activity and the overall rating in satisfying participation expectations.										
Professional Development Plans* -										
Professional Development Plans* -										
0										
Section 4: Employee Comments										
Section 5: Manager Comments										
Section 6: Overall Rating										
Performance Level	Frequency	Subrating	Final Performance Rating					#DIV/0!		
Exceptional Performer	0	#DIV/0!	<input type="checkbox"/>	5 = Exceptional Performer	[5.00]					
Successful Performer Plus	0	#DIV/0!	<input type="checkbox"/>	4 = Successful Performer Plus	[4.00 - 4.99]					
Successful Performer	0	#DIV/0!	<input type="checkbox"/>	3 = Successful Performer	[3.00 - 3.99]					
Successful Performer Minus	0	#DIV/0!	<input type="checkbox"/>	2 = Successful Performer Minus	[2.00 - 2.99]					
Unsatisfactory Performer	0	#DIV/0!	<input type="checkbox"/>	1 = Unsatisfactory Performer*	[0.00 - 1.99]					
N/A	0	N/A								
Total Frequency must =	8	0								

*Notice of Appeal Option

As the employee being reviewed, if you have received a final performance rating of 'Unsatisfactory Performer', you may request a review of this evaluation by contacting GTC's Director of Human Resources, LaShanta' Cox, via lcox@gwinnettech.edu.edu | 678-226-6697 | Lawrenceville Campus, Building 100, Office 802

Please initial to acknowledge your option to appeal:
(For those receiving an overall rating of Unsatisfactory Performer only).

Section 7: Individual Performance Goals and Professional Development plans for the upcoming performance year.

Instructions: Provide measurable, objective goals the employee is to work on for the coming year which support Gwinnett Tech's strategic/college/departmental goals and/or professional development activities. To be evaluated during the next FY performance evaluation period. The information in this section will be used in section 3 for the next FY review period.

	Description	Comments
Item 1		
Item 2		
Item 3		
Item 4		
Item 5		

Section 8: Signatures

I have read the content of this form with my supervisor.

Employee: _____

Date: _____

Immediate Manager: _____

Date: _____

Reviewing Dean/Director/V.P.: _____

Date: _____

Reviewing President: _____

Date: _____

Human Resources Review: _____

Date: _____