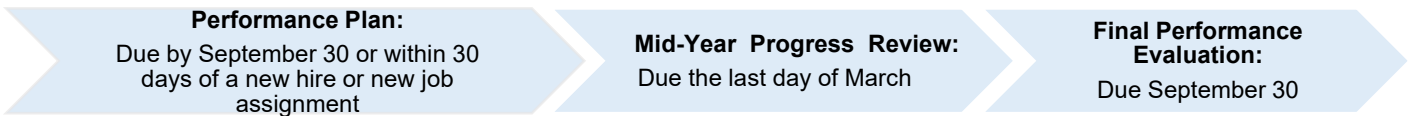




PERFORMANCE EVALUATION FORM

Plan Year:	Position Class:
Employee Name:	Supervisor:
Unit:	Department:
Primary Customers:	Date HR Received:

This Performance Evaluation Form includes space for the Performance Plan, a Mid-Year Progress Review, and the Final Performance Evaluation. For instructions on completing this form, please review the Auraria Campus Performance Evaluation Manual. Please contact the HR Department for assistance in completing this Form. The Performance Evaluation Form must be submitted to performance@ahec.edu when each section is completed as follows:



NOTE: The Performance Plan is due by September 30 for each current employee. New employees hired after September 30, and employees who have received promotions or changed job titles after September 30, must have performance plans created or modified within 30 days of the date that the new hire or change occurs. If there is a change in supervisor, the new supervisor has 30 days to develop a new plan or re-confirm the previous plan with the employee.

CORE COMPETENCY: COMMUNICATION

GOAL: Proficiently communicates with professionalism across multiple channels, including phone calls, emails, meetings, and one-on-one discussions. Offers precise instructions, clearly outlines expectations, and actively listens; values diverse perspectives while upholding confidentiality in all forms of communication. Demonstrates effective, polite, and professional communication skills.

- | | |
|---|--|
| <p style="text-align: center;">MID-YEAR RATING
SEPTEMBER -
FEBRUARY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable | <p style="text-align: center;">FINAL RATING
MARCH – AUGUST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable |
|---|--|

FEEDBACK:

CORE COMPETENCY: JOB KNOWLEDGE

GOAL: Proficient in all aspects of the job, sharing knowledge with colleagues and aiding in problem-solving. Actively seeks professional development opportunities to enhance job performance and consistently delivers high-quality work.

- | | |
|---|--|
| <p style="text-align: center;">MID-YEAR RATING
SEPTEMBER -
FEBRUARY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable | <p style="text-align: center;">FINAL RATING
MARCH – AUGUST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exceptional <input type="checkbox"/> Highly Effective <input type="checkbox"/> Effective <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable |
|---|--|

FEEDBACK:

CORE COMPETENCY: INTERPERSONAL SKILLS / TEAMWORK

GOAL: Demonstrates strong cooperation by responding to the needs of colleagues and customers. Contributes to a positive team environment, and consistently treats others with courtesy, respect, tact, and friendliness. Effectively resolves conflicts, accepts constructive criticism, and actively works toward positive solutions and results.

MID-YEAR RATING
SEPTEMBER -
FEBRUARY

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FINAL RATING
MARCH – AUGUST

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FEEDBACK:

CORE COMPETENCY: CUSTOMER SERVICE

GOAL: Consistently makes customer-focused decisions that promote the Auraria Campus as a customer-oriented organization. Interacts with customers respectfully and courteously, consistently providing high-quality services and accurate and honest information. Actively listens to customers and strives to satisfy their requirements.

MID-YEAR RATING
SEPTEMBER -
FEBRUARY

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FINAL RATING
MARCH – AUGUST

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FEEDBACK:

CORE COMPETENCY: ACCOUNTABILITY

GOAL: Maintains unwavering reliability, integrity, and a strong sense of ownership in their work. Adheres to Auraria Campus's policies and procedures, promptly reporting on-the-job injuries, criminal activity, or significant infractions of Auraria Campus policies, rules, and regulations. Consistently meets and exceeds work standards, schedules, and deadlines. Takes full responsibility for their actions and proactively rectifies any mistakes, situations, or miscommunications.

MID-YEAR RATING
SEPTEMBER -
FEBRUARY

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FINAL RATING
MARCH – AUGUST

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FEEDBACK:

JOB SPECIFIC GOAL #1 (REQUIRED):

GOAL:

MID-YEAR RATING
SEPTEMBER -
FEBRUARY

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FINAL RATING
MARCH – AUGUST

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FEEDBACK:

JOB SPECIFIC GOAL #2 (REQUIRED):

GOAL:

MID-YEAR RATING
SEPTEMBER -
FEBRUARY

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FINAL RATING
MARCH – AUGUST

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FEEDBACK:

JOB SPECIFIC GOAL #3 (REQUIRED):

GOAL:

MID-YEAR RATING
SEPTEMBER -
FEBRUARY

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FINAL RATING
MARCH – AUGUST

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FEEDBACK:

JOB SPECIFIC GOAL #4 (OPTIONAL):

GOAL:

MID-YEAR RATING
SEPTEMBER -
FEBRUARY

FINAL RATING
MARCH – AUGUST

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FEEDBACK:

JOB SPECIFIC GOAL #5 (OPTIONAL):

GOAL:

MID-YEAR RATING
SEPTEMBER -
FEBRUARY

FINAL RATING
MARCH – AUGUST

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FEEDBACK:

MANAGEMENT & SUPERVISION
(FOR MANAGERS AND SUPERVISORS ONLY)

GOAL: Empowers employees by furnishing them with the necessary information and resources for successful job performance. Communicates clear and timely performance expectations, offering constructive feedback. Tailors training and challenges to individual skills and abilities, supporting employee participation in both on-site and off-site development activities. Evaluates employees in a timely manner based on established performance expectations and consistently meets deadlines.

MID-YEAR RATING
SEPTEMBER -
FEBRUARY

FINAL RATING
MARCH – AUGUST

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

- Exceptional
- Highly Effective
- Effective
- Needs Improvement
- Unacceptable

FEEDBACK:

By signing below, you acknowledge your understanding of and agreement with the expectations outlined in this document shown above. You affirm that these expectations align with your job description and that you have had the opportunity to discuss these goals with your supervisor.

PERFORMANCE PLAN ACKNOWLEDGEMENT:

1st Level Supervisor Signature: _____ Date: _____

2nd Level Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

MID-YEAR PROGRESS REVIEW ACKNOWLEDGEMENT:

Overall Rating: Exceptional Highly Effective Effective Needs Improvement Unacceptable

1st Level Supervisor Signature: _____ Date: _____

2nd Level Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

FINAL PERFORMANCE EVALUATION ACKNOWLEDGEMENT:

Overall Rating: Exceptional Highly Effective Effective Needs Improvement Unacceptable

1st Level Supervisor Signature: _____ Date: _____

2nd Level Supervisor Signature: _____ Date: _____

Division Chief Signature: _____ Date: _____

(Only required if overall rating is U, NI, or EX)

Employee Signature: _____ Date: _____
