



Name:

Title:

Supervisor:

Date:

Employee Self-Evaluation

1. Do any changes need to be made to your job description? If so, please list.

2. Describe any changes you suggested and/or implemented this past year that led to improvement in your area (e.g., quality of work life, cost savings, efficiency).

3. Describe goals and/or developmental steps you set out to accomplish during this past year. Of those, which did you accomplish?



4. What do you think has been your most important contribution to the department and/or the college? What are you most proud of?

5. What would you have liked to have done this year, but were unable to? Why?

6. What goals have you set for yourself during the next year? Crosswalk employee goals to the institutional mission and goals.

Goal	Institutional Strategic Code



STRATEGIC PLAN CODE:

Student Success – Increase student enrollment by reducing access barriers.	
1.1	Maximize student preparedness and access to post-secondary learning through innovative forms of information delivery in collaboration with industry leaders.
1.2	Simplify the enrollment process, policies, and communications.
1.3	Improve the student experience by identifying and reducing access barriers for all prospective and current students.
Increase student success through educational planning and support services.	
2.1	Examine data to identify performance gaps and develop necessary intervention to meet specific student needs.
2.2	Support effective advising to help students identify, pursue, and achieve their educational and career goals.
2.3	Develop innovative approaches to create academic and career pathways for students to progress through pre-college coursework, college coursework, and careers and/or transfer coursework.
2.4	Provide comprehensive supports for student’s non-academic needs and student development opportunities.
Workforce Development/Economic Innovation – Align programs with workforce demands, student needs for transfer, and employment opportunities.	
3.1	Promote the College as a leading provider of workforce and economic development solutions and corporate training in the area.
3.2	Increase the percent of students who achieve job placement and/or academic transfer.
3.3	Increase student access to work experience.
3.4	Offer relevant, high-quality instructional programs that meet the needs of business and industry for existing and future jobs.
Sustainability and Effectiveness: Build a sustainable financial model that is transparent and supports institutional priorities.	
4.1	Develop a sustainable and transparent financial model that is effectively coordinated, accountable and driven by the institution’s vision, mission, and academic priorities.
4.2	Develop and launch new revenue streams that streams that address strategic priorities and provide new net revenue.
4.3	Develop a succession plan for key positions in each division/department of the institution.
Facilities: Support the construction and maintenance of facilities that optimize learning, leverage technology, and enhance the student experience.	
5.1	Develop facilities that inspire pride of ownership, build community among stakeholders, support a commitment to health and wellness, and exceed standards for sustainability and environmental stewardship.
5.2	Develop and maintain campus landscaping and signage that is attractive, effective and enhances the student experience.
5.3	Insure all classrooms are adequately equipped with computers, recording capabilities, and/other technology needs including ADA accessibilities.
Leadership/Professional Development – Enhance and support workplace environments that value and engage employees and provide opportunities for growth and development.	
6.1	Assess and address the professional development needs across the college so that all



	employees will grow professionally and personally and be exposed to innovative practices.
6.2	Create a culture of involvement that encourages and nurtures continuous improvement and innovation that is shared among faculty and staff.
6.3	Embrace diversity and foster a culture of trust, collaboration and mutual respect that is shared among faculty and staff.

7. What types of developmental activities would you like to take advantage of (e.g., seminars, specific training classes, etc.)?

8. What kind of support and/or guidance would you like to see from your supervisor?

Employee Signature

Date
