

NWCC Administrator Performance Review

EMPLOYEE NAME:

SUPERVISOR:

JOB TITLE:

DATE OF REVIEW:

DEPARTMENT:

PERFORMANCE COMPETENCIES

Answer *all* competencies below

	Exceeds Expectations	Meets Expectations	Needs Improvement
Leadership/Administrative Skills: The employee is organized and effectively structures, prioritizes delegates, arranges and facilitates the accomplishment of tasks; and effectively motivates, directs, and works cooperatively with others in the accomplishment of assigned tasks or roles.			
Communication Skills: The employee ensures information is effectively exchanged with others, writes clearly and concisely, expresses oneself clearly in conversation, practices attentive and active listening			
Professional Knowledge and Expertise: The employee effectively applies technical knowledge to meet challenges, develops solutions to new problems, keeps informed about developments in areas of expertise			
Organizational Commitment: The employee demonstrates a productive work style that is compliant with NWCC department policies and procedures in support of established goals and objectives; and contributes constructively to the mission, goals, and objectives of NWCC.			
Customer Focus: The employee demonstrates concern for satisfying the expectations and requirements of internal and external customers, establishes effective respectful relationships with internal and external customers.			
Credibility: The employee demonstrates dependability, honesty and consistency, behaves in an ethical manner, takes ownership of work and personal actions			

COMMENTS:

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DEVELOPMENT PLAN:

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

EMPLOYEE SIGNATURE:**EMPLOYEE OVERALL RATING:**

(Please select the rating that best describes the employee)

EXCEEDS EXPECTATIONS

MEETS EXPECTATIONS

NEEDS IMPROVEMENT

SUPERVISOR SIGNATURE:**RECOMMENDATION FOR CONTINUED EMPLOYMENT:**

RENEWAL

PROBATION *(must complete employee action plan)*

NON-RENEWAL

EMPLOYEE COMMENTS: