

Employee Video

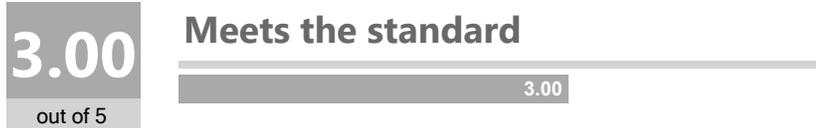
2021 Employee Video Staff Evaluation



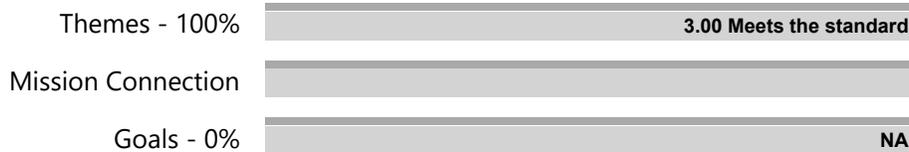
Period 03/23/2021 - 03/23/2022
Manager Supervisor Video
Department Human Resources
Job Title Employee - Video
Location BCCC
Hire Date 03/23/2021
Status Ready for Signatures

Evaluation Summary

Final Score



Overall



Themes - 100%

Creativity, Problem Solving and Decision Making - 20%

- Identifies, assesses and evaluates challenges, generates creative work-related ideas, and decides on logical and realistic solutions
- Identifies issues, considers alternative ideas, and takes appropriate action before the problem becomes critical
- Recommends innovative approaches to challenges
- Uses professional expertise and job knowledge to generate the best processes to streamline tasks and responsibilities
- Evaluates the quality of decisions and makes changes as necessary
- Willingly accepts full accountability and responsibility for actions and work



Employee Video Employee comments
05/21/2021

Supervisor Video Supervisor comments
05/21/2021

Professionalism and Essential Work Skills - 20%

- Works together with and inspires others toward goal achievement
- Adjusts interpersonal style to individuals or diverse groups
- Keeps others informed on status of projects and obstacles that may impact results
- Welcomes and respects feedback from others with different viewpoints
- Demonstrates competent communication skills in a variety of situations with colleagues and students
- Employee maintains a positive work attitude and displays motivation and interest in their work



Employee Video - 0%	3.00
Employee Video 05/21/2021	Employee Comments
Supervisor Video 05/21/2021	Supervisor Comments

Knowledge of Position - 20%

- Strives to learn and apply principles, techniques, and duties of the position as well as gain the knowledge, skills, and abilities necessary to perform them.
- Demonstrates and applies knowledge of departmental and institutional procedures/policies
- Keeps current by learning new skills and techniques
- Shares new job and institutional knowledge with others in the department on an ongoing basis

Supervisor Video - 100%	3.00
Employee Video - 0%	3.00
Employee Video 05/21/2021	Employee comments
Supervisor Video 05/21/2021	Supervisor comments

Commitment to Service and Quality - 20%

- Makes every effort to meet and exceed our student’s needs and expectations. Meet quality standards and departmental goals.
- Collects and uses feedback in order to develop ways to check, monitor and correct service and quality levels
- Provides the internal/external customer with information and resources they request and/or need
- Supports and implements management changes designed to improve standards
- Employee exhibits honesty and integrity in performing their work assignments
- Employee adheres to reliable attendance standards and reports to work on time and begins work promptly
- Participates in committees, councils, specialty work groups, and college events/activities related and unrelated to functional responsibilities

Supervisor Video - 100%	3.00
Employee Video - 0%	3.00
Employee Video 05/21/2021	Employee comments
Supervisor Video 05/21/2021	Supervisor Comments

Planning and Organization - 20%

- Develops and implements realistic goals; establishes ways to monitor the progress and results of assignments.
- Prioritizes goals and objectives based upon the organization’s needs
- Provides measurement standards, timelines, and cost estimates on projects
- Monitors progress of projects, modifying action plans as necessary

Supervisor Video - 100%	3.00
Employee Video - 0%	3.00

Employee Video Employee comments
05/21/2021

Supervisor Video Supervisor comments
05/21/2021

Mission Connection

Mission Connection

Keeping the mission of the College in mind, answer the following question:

What do you feel you contribute to make an impact on the College's mission?

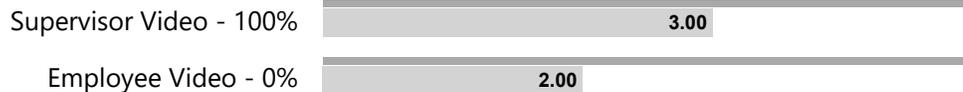
Employee Video Employee provides examples of how they support the college's mission statement within their positions.
05/21/2021

Supervisor Video Supervisor Comments
05/21/2021

Goals - 0%

Goal 1 - 100% | 80% Complete

Detail goal



Employee Video progress of goal
05/21/2021

Supervisor Video Supervisor comments
05/21/2021

Future Goals - 0%

Future Goal - 100% | 0% Complete

Detail goal

Employee Video Future goal
05/21/2021

Supervisor Video Supervisor comments
05/21/2021

Approval

Approver Video Approver comments
Routed: 05/21/2021
10:16 AM
Approved: 05/21/2021
10:19 AM

I certify that I have read and understand the contents of this performance evaluation.

Supervisor Signature

Supervisor Video
Supervisor Signature

5/21/2021 10:23 AM

Date

Employee Signature

Employee Video
Employee Signature

5/21/2021 10:25 AM

Date