

# Test Test

Staff Evaluation Template



**Period** 04/27/2024 - 04/26/2025  
**Manager** Sarah Maneth  
**Department** Human Resources  
**Position Title** Benefits Specialist  
**Location** BCCC  
**Hire Date** 04/27/2021  
**Status** Ready To Evaluate

## Evaluation Summary

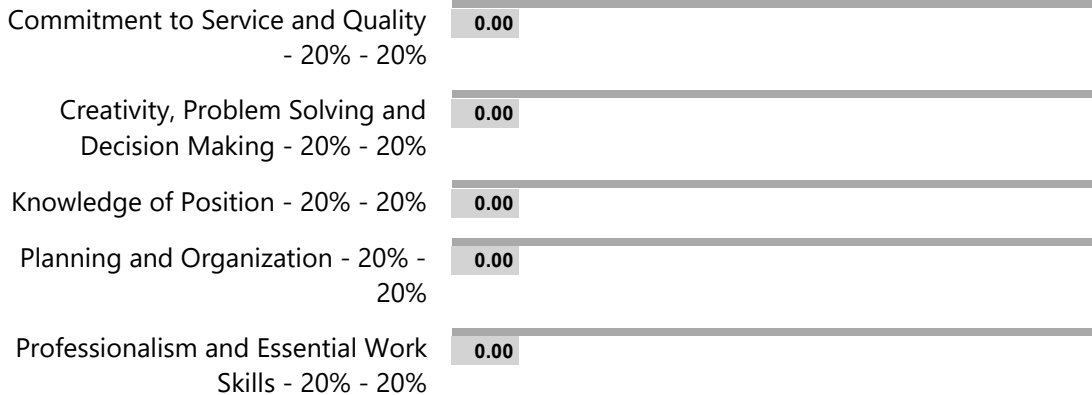
### Final Score



### Scoring Key

- 1.00 - 1.99 Needs considerable improvement
- 2.00 - 2.99 Needs minor improvement
- 3.00 - 3.99 Meets the standard
- 4.00 - 4.99 Generally meets and occasionally exceeds the standard
- 5.00 - 5.00 Consistently exceeds the standard

### Themes - 100%



### Mission Connection



### Goals - 0%



### Overall



Goals - 0% **NA**

## Themes - 100%

---

### 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

Sarah Maneth - 100% **0.00**

Test Test - 0% **0.00**

### 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

Sarah Maneth - 100% **0.00**

Test Test - 0% **0.00**

### 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

Sarah Maneth - 100% **0.00**

Test Test - 0% **0.00**

### 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

Sarah Maneth - 100% **0.00**

Test Test - 0% **0.00**

### 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



## 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?

## Goals - 0%

---

Current Goal - 100% | 100% Complete

---



Sarah Maneth Example  
10/30/2024

## Future Goals - 0%

---

Future Goal - 100% | 100% Complete

---

Sarah Maneth Example  
10/30/2024