

30 Day Review (Classified/Technical/Confidential)
2022-Present
Office of Human Resources

TT

TESTER TESTER

Review Date: 00/00/0000

30 Day Review (Classified/Technical/Confidential)

Employee Name	Reviewer
TESTER TESTER	Supervisor Name
Position	Supervisor
--	Supervisor Name
Hire Date	Review Date
00/00/0000	00/00/0000
Company Name	
Oregon Coast Community College	

Employee and Supervisor: Please provide detailed responses to the questions below.

The supervisor and employee are to meet at the end of the first month of the probationary period, to review the duties and responsibilities of the position to move toward full performance. If necessary, a plan will be developed to address any gaps in skills and/or performance.

Q1: 30 Day Assessment

Has the position description been reviewed by employee and supervisor? If not please take an opportunity to do so during the assessment period between the supervisor and employee. Are there any areas as an employee that you struggle with or have questions about the duties and responsibilities?

Comments from Reviewer

Q2: 30 Day Assessment

Have the appropriate tools, information, and trainings been provided thus far? If not any areas, where additional training could be useful?

Comments from Reviewer

Q3: 30 Day Assessment

Has the supervisor been readily available for questions and concerns?

Comments from Reviewer

Q4: 30 Day Assessment

In what areas has proficiency been displayed (by the employee)?

Comments from Reviewer

Q5: 30 Day Assessment

Have the unit's attendance expectations (ie: work hours, vacation requests, absences both planned & unplanned) been explained?

Comments from Reviewer

If Necessary

Plan to address gaps and/or performance:

Comments from Reviewer

Goals

This section includes goals to be considered during review.



You haven't included any goals for this review yet. Including a goal will allow you to rate and comment on the employee's progress against it during the last review cycle.

Supporting Information

Include the supporting documentation for this review.



You haven't included any supporting information for this review yet.

Summary

Overview

Name	
Employee and Supervisor: Please provide detailed responses to the questions below.	
Name	Reviewer Comments
Q1: 30 Day Assessment	—
Q2: 30 Day Assessment	—
Q3: 30 Day Assessment	—
Q4: 30 Day Assessment	—
Q5: 30 Day Assessment	—
If Necessary	—

60 Day Review (Classified/Technical/Confidential)
2022-Present
Office of Human Resources

TT

TESTER TESTER

Review Date: 00/00/0000

60 Day Review (Classified/Technical/Confidential)

Employee Name	Reviewer
TESTER TESTER	Supervisor Name
Position	Supervisor
--	Supervisor Name
Hire Date	Review Date
00/00/0000	00/00/0000
Company Name	
Oregon Coast Community College	

Job Knowledge (Skills, knowledge, and ability applicable to assigned work) and Quality of Work (Accuracy, Thoroughness, Safety)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Job Knowledge & Quality of Work

Demonstrates an understanding of unit/ department procedures, policies and applicable regulations related to assigned work.

Comments from Reviewer

Unrated

2: Job Knowledge & Quality of Work

Demonstrates knowledge of resources, (tools and equipment) related to the job.

Comments from Reviewer

Unrated

3: Job Knowledge & Quality of Work

Performs to agreed-upon work standards and follows established policies, procedures, and guidelines.

Comments from Reviewer

Unrated

4: Job Knowledge & Quality of Work

Performs accurate and thorough work; regularly checks and corrects own work.

Comments from Reviewer

Unrated

5: Job Knowledge & Quality of Work

Performs all aspects of work in a safe manner; completes training as required.

Comments from Reviewer

Unrated

Initiative (Determining what needs to be done to accomplish job responsibilities and completing tasks.)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Initiative

Completes work with minimal supervision; begins and completes work requirements without prompting.

Comments from Reviewer

Unrated

2: Initiative

Demonstrates ability to solve problems; suggests new and reviewed work processes and procedures.

Comments from Reviewer

Unrated

3: Initiative

Seeks out additional work and/or tasks on own when workload is slow, or help is needed.

Comments from Reviewer

Unrated

Planning & Organization (Meeting deadlines, prioritization skills, time management.)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Planning & Organization

Demonstrates ability to organize and complete work effectively and efficiently.

Comments from Reviewer

Unrated

2: Planning & Organization

Demonstrates ability to prioritize and use available resources.

Comments from Reviewer

Unrated

3: Planning & Organization

Demonstrates ability to foresee impact of decisions or actions on others.

Comments from Reviewer

Unrated

Adaptability (Responsiveness to changing conditions and requirements.)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Adaptability

Adapts to new ideas and situations.

Comments from Reviewer

Unrated

2: Adaptability

Demonstrates flexibility in carrying out job responsibilities and assignments. .

Comments from Reviewer

Unrated

3: Adaptability

Demonstrates willingness and ability to learn new things.

Comments from Reviewer

Unrated

Dependability/Reliability (Attendance, conscientiousness, follow-through and meeting commitments.)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Dependability & Reliability

Maintains regular attendance; requests and receives appropriate authorization for absences.

Comments from Reviewer

Unrated

2: Dependability & Reliability

Reports to work on time and as scheduled; takes appropriate rest and meal breaks; does not leave work without authorization.

Comments from Reviewer

Unrated

3: Dependability & Reliability

Follows through on appointments and commitments and provides early notification to appropriate personnel of unanticipated delays or changes in deadlines.

Comments from Reviewer

Unrated

Interpersonal Relationships (Cooperation, teamwork, tact, courtesy, respect for diversity and the viewpoints of others.)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Interpersonal Relationships

Works well with others; demonstrates willingness to assist and enlist the help of others as needed to work toward common goals.

Comments from Reviewer

Unrated

2: Interpersonal Relationships

Demonstrates courtesy and respect for co-workers, customers, and other contacts, as required.

Comments from Reviewer

Unrated

3: Interpersonal Relationships

Demonstrates ability to resolve conflict constructively and is receptive to constructive criticism.

Comments from Reviewer

Unrated

PERFORMANCE SUMMARY

Provide detail below on the following:

Performance Review Comments (1)

Review of Position description and job responsibilities.

Comments from Reviewer

Comment Only

Performance Review Comments (2)

Areas of Performance Strengths and Opportunities for Improvement.

Comments from Reviewer

Comment Only

Performance Review Comments (3)

Development needs and opportunities.

Comments from Reviewer

Comment Only

Supporting Information

Include the supporting documentation for this review.



You haven't included any supporting information for this review yet.

Summary

Overview

Name	Weight	Reviewer Rating
Job Knowledge (Skills, knowledge, and ability applicable to assigned work) and Quality of Work (Accuracy, Thoroughness, Safety)	14%	Unrated

Name	Reviewer Rating	Reviewer Comments
1: Job Knowledge & Quality of Work	Unrated	—
2: Job Knowledge & Quality of Work	Unrated	—

Name	Weight	Reviewer Rating
Name	Reviewer Rating	Reviewer Comments
3: Job Knowledge & Quality of Work	Unrated	—
4: Job Knowledge & Quality of Work	Unrated	—
5: Job Knowledge & Quality of Work	Unrated	—

Name	Weight	Reviewer Rating
Initiative (Determining what needs to be done to accomplish job responsibilities and completing tasks.)	14%	Unrated

Name	Reviewer Rating	Reviewer Comments
1: Initiative	Unrated	—
2: Initiative	Unrated	—
3: Initiative	Unrated	—

Name	Weight	Reviewer Rating
Planning & Organization (Meeting deadlines, prioritization skills, time management.)	14%	Unrated

Name	Reviewer Rating	Reviewer Comments
1: Planning & Organization	Unrated	—
2: Planning & Organization	Unrated	—
3: Planning & Organization	Unrated	—

Name	Weight	Reviewer Rating
Adaptability (Responsiveness to changing conditions and requirements.)	14%	Unrated

Name	Reviewer Rating	Reviewer Comments
1: Adaptability	Unrated	—
2: Adaptability	Unrated	—
3: Adaptability	Unrated	—

Name	Weight	Reviewer Rating
Dependability/Reliability (Attendance, conscientiousness, follow-through and meeting commitments.)	14%	Unrated

Name	Reviewer Rating	Reviewer Comments
1: Dependability & Reliability	Unrated	—
2: Dependability & Reliability	Unrated	—
3: Dependability & Reliability	Unrated	—

Name	Weight	Reviewer Rating
Interpersonal Relationships (Cooperation, teamwork, tact, courtesy, respect for diversity and the viewpoints of others.)	14%	Unrated

Name	Weight	Reviewer Rating
Name	Reviewer Rating	Reviewer Comments
1: Interpersonal Relationships	Unrated	—
2: Interpersonal Relationships	Unrated	—
3: Interpersonal Relationships	Unrated	—

Name	Weight	Reviewer Rating
PERFORMANCE SUMMARY	14%	Comment Only
Name	Reviewer Rating	Reviewer Comments
Performance Review Comments (1)	Comment Only	—
Performance Review Comments (2)	Comment Only	—
Performance Review Comments (3)	Comment Only	—

90 Day Review (Classified/Technical/Confidential)
2022-Present
Office of Human Resources

TT

TESTER TESTER
Review Date: 00/00/0000

90 Day Review (Classified/Technical/Confidential)

Employee Name
TESTER TESTER

Reviewer
Supervisor Name

Position
--

Supervisor
Supervisor Name

Hire Date
00/00/0000

Review Date
00/00/0000

Company Name
Oregon Coast Community College

Employee and Supervisor: Please provide detailed responses to the questions below.

The supervisor and employee are to meet at the end of the first month of the probationary period, to review the duties and responsibilities of the position to move toward full performance. If necessary, a plan will be developed to address any gaps in skills and/or performance.

Q1: 90 Day Assessment (Classified)

Have the appropriate tools, information, and trainings been provided thus far? If not any areas, where additional training could be useful?

Comments from Reviewer

Q2: 90 Day Assessment (Classified)

Does the employee have any questions duties and responsibilities or areas there areas that are currently more of a struggle?

Comments from Reviewer

Q3: 90 Day Assessment (Classified)

Have you scheduled monthly (at least) "check in" meetings?

Comments from Reviewer

If Necessary

Plan to address gaps and/or performance:

Comments from Reviewer

Identified Goals for the next 12 months

Stated goals to be reviewed at annual evaluation:



You haven't included any goals for this review yet. Including a goal will allow you to rate and comment on the employee's progress against it during the last review cycle.

Supporting Information

Include the supporting documentation for this review.



You haven't included any supporting information for this review yet.

Summary

Overview

Name	
Employee and Supervisor: Please provide detailed responses to the questions below.	
Name	Reviewer Comments
Q1: 90 Day Assessment (Classified)	—
Q2: 90 Day Assessment (Classified)	—
Q3: 90 Day Assessment (Classified)	—
If Necessary	—

Annual Review (Classified/Technical/Confidential)
2022 – Present
Office of Human Resources

TT

TESTER TESTER

Review Date: 00/00/0000

Annual Review - (Classified/Technical/Confidential)

Employee Name	Reviewer
TESTER TESTER	Supervisor Name
Position	Supervisor
--	Supervisor Name
Hire Date	Review Date
00/00/0000	00/00/0000
Company Name	
Oregon Coast Community College	

Job Knowledge (Skills, knowledge, and ability applicable to assigned work) and Quality of Work (Accuracy, Thoroughness, Safety)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Job Knowledge & Quality of Work

Demonstrates an understanding of unit/ department procedures, policies and applicable regulations related to assigned work.

Comments from Reviewer

Unrated

2: Job Knowledge & Quality of Work

Demonstrates knowledge of resources, (tools and equipment) related to the job.

Comments from Reviewer

Unrated

3: Job Knowledge & Quality of Work

Performs to agreed-upon work standards and follows established policies, procedures, and guidelines.

Comments from Reviewer

Unrated

4: Job Knowledge & Quality of Work

Performs accurate and thorough work; regularly checks and corrects own work.

Comments from Reviewer

Unrated

5: Job Knowledge & Quality of Work

Performs all aspects of work in a safe manner; completes training as required.

Comments from Reviewer

Unrated

Initiative (Determining what needs to be done to accomplish job responsibilities and completing tasks.)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Initiative

Completes work with minimal supervision; begins and completes work requirements without prompting.

Comments from Reviewer

Unrated

2: Initiative

Demonstrates ability to solve problems; suggests new and reviewed work processes and procedures.

Comments from Reviewer

Unrated

3: Initiative

Seeks out additional work and/or tasks on own when workload is slow, or help is needed.

Comments from Reviewer

Unrated

Planning & Organization (Meeting deadlines, prioritization skills, time management.)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Planning & Organization

Demonstrates ability to organize and complete work effectively and efficiently.

Comments from Reviewer

Unrated

2: Planning & Organization

Demonstrates ability to prioritize and use available resources.

Comments from Reviewer

Unrated

3: Planning & Organization

Demonstrates ability to foresee impact of decisions or actions on others.

Comments from Reviewer

Unrated

Adaptability (Responsiveness to changing conditions and requirements.)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Adaptability

Adapts to new ideas and situations.

Comments from Reviewer

Unrated

2: Adaptability

Demonstrates flexibility in carrying out job responsibilities and assignments. .

Comments from Reviewer

Unrated

3: Adaptability

Demonstrates willingness and ability to learn new things.

Comments from Reviewer

Unrated

Dependability/Reliability (Attendance, conscientiousness, follow-through and meeting commitments.)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Dependability & Reliability

Maintains regular attendance; requests and receives appropriate authorization for absences.

Comments from Reviewer

Unrated

2: Dependability & Reliability

Reports to work on time and as scheduled; takes appropriate rest and meal breaks; does not leave work without authorization.

Comments from Reviewer

Unrated

3: Dependability & Reliability

Follows through on appointments and commitments and provides early notification to appropriate personnel of unanticipated delays or changes in deadlines.

Comments from Reviewer

Unrated

Interpersonal Relationships (Cooperation, teamwork, tact, courtesy, respect for diversity and the viewpoints of others.)

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

1: Interpersonal Relationships

Works well with others; demonstrates willingness to assist and enlist the help of others as needed to work toward common goals.

Comments from Reviewer

Unrated

2: Interpersonal Relationships

Demonstrates courtesy and respect for co-workers, customers, and other contacts, as required.

Comments from Reviewer

Unrated

3: Interpersonal Relationships

Demonstrates ability to resolve conflict constructively and is receptive to constructive criticism.

Comments from Reviewer

Unrated

Supporting Information

Include the supporting documentation for this review.



You haven't included any supporting information for this review yet.

Summary

Overview

Name	Weight	Reviewer Rating
Job Knowledge (Skills, knowledge, and ability applicable to assigned work) and Quality of Work (Accuracy, Thoroughness, Safety)	16%	Unrated

Name	Reviewer Rating	Reviewer Comments
1: Job Knowledge & Quality of Work	Unrated	—
2: Job Knowledge & Quality of Work	Unrated	—
3: Job Knowledge & Quality of Work	Unrated	—
4: Job Knowledge & Quality of Work	Unrated	—
5: Job Knowledge & Quality of Work	Unrated	—

Name	Weight	Reviewer Rating
Initiative (Determining what needs to be done to accomplish job responsibilities and completing tasks.)	16%	Unrated

Name	Reviewer Rating	Reviewer Comments
1: Initiative	Unrated	—
2: Initiative	Unrated	—
3: Initiative	Unrated	—

Name	Weight	Reviewer Rating
Planning & Organization (Meeting deadlines, prioritization skills, time management.)	16%	Unrated

Name	Reviewer Rating	Reviewer Comments
1: Planning & Organization	Unrated	—
2: Planning & Organization	Unrated	—
3: Planning & Organization	Unrated	—

Name	Weight	Reviewer Rating
Adaptability (Responsiveness to changing conditions and requirements.)	16%	Unrated

Name	Reviewer Rating	Reviewer Comments
1: Adaptability	Unrated	—
2: Adaptability	Unrated	—
3: Adaptability	Unrated	—

Name	Weight	Reviewer Rating
Dependability/Reliability (Attendance, conscientiousness, follow-through and meeting commitments.)	16%	Unrated

Name	Reviewer Rating	Reviewer Comments
1: Dependability & Reliability	Unrated	—
2: Dependability & Reliability	Unrated	—
3: Dependability & Reliability	Unrated	—

Name	Weight	Reviewer Rating
Interpersonal Relationships (Cooperation, teamwork, tact, courtesy, respect for diversity and the viewpoints of others.)	16%	Unrated

Name	Reviewer Rating	Reviewer Comments
1: Interpersonal Relationships	Unrated	—
2: Interpersonal Relationships	Unrated	—
3: Interpersonal Relationships	Unrated	—

30 Day Review (Management) 2022 – Present Office of Human Resources



TESTER TESTER
Review Date: 00/00/0000

30 Day Review (Management)

Employee Name
TESTER TESTER

Reviewer
Supervisor Name

Position
--

Supervisor
Supervisor Name

Hire Date
00/00/0000
Company Name
Oregon Coast Community College

Review Date
00/00/0000

Employee and Supervisor: Please provide detailed responses to the questions below.

The supervisor and employee are to meet at the end of the first month of the probationary period, to review the duties and responsibilities of the position to move toward full performance. If necessary, a plan will be developed to address any gaps in skills and/or performance.

Q1: 30/90 Day Assessment - Management

Has the position description been reviewed by employee and supervisor? If not please take an opportunity to do so during the assessment period between the supervisor and employee. Are there any areas as an employee that you struggle with or have questions about the duties and responsibilities?

Comments from Reviewer

Q2: 30/90 Day Assessment - Management

Have the appropriate tools, information, and trainings been provided thus far? If not any areas, where additional training could be useful?

Comments from Reviewer

Q3: 30/90 Day Assessment - Management

Has the supervisor been readily available for questions and concerns?

Comments from Reviewer

Q4: 30/90 Day Assessment - Management

In what areas has proficiency been displayed (by the employee)?

Comments from Reviewer

Q5: 30/90 Day Assessment - Management

Have the unit's attendance expectations (ie: work hours, vacation requests, absences both planned & unplanned) been explained?

Comments from Reviewer

Q6: 30/90 Day Assessment - Management

Have you scheduled monthly (at least) "check in" meetings?

Comments from Reviewer

Q7: 30/90 Day Assessment - Management

Do you have questions on your duties and responsibilities? Are there areas that you struggle with?

Comments from Reviewer

If Necessary

Plan to address gaps and/or performance:

Comments from Reviewer

Supporting Information

Include the supporting documentation for this review.



You haven't included any supporting information for this review yet.

Summary

Overview

Name	
Employee and Supervisor: Please provide detailed responses to the questions below.	
Name	Reviewer Comments
Q1: 30/90 Day Assessment - Management	—
Q2: 30/90 Day Assessment - Management	—
Q3: 30/90 Day Assessment - Management	—
Q4: 30/90 Day Assessment - Management	—
Q5: 30/90 Day Assessment - Management	—
Q6: 30/90 Day Assessment - Management	—
Q7: 30/90 Day Assessment - Management	—
If Necessary	—

60 Day Review (Management)
2022-Present
Office of Human Resources

TT

TESTER TESTER
Review Date: 00/00/0000

60 Day Review (Management)

Employee Name TESTER TESTER	Reviewer Supervisor Name
Position --	Supervisor Supervisor Name
Hire Date 00/00/0000	Review Date 00/00/0000
Company Name Oregon Coast Community College	

COMMUNICATION SKILLS

AACC: An effective community college leader uses clear listening, speaking, and writing skills to engage in honest, open dialogue at all levels of the college and its surrounding community, to promote the success of all students, and to sustain the community college mission OCCC: Respectful and powerful communications through excellent communication skills (listening, written, oral & presentation) *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

Communication Skills - Manager

Self: Establishes and maintains effective communications both upward and laterally across the organization as required, as well as within the work team for which they are responsible. May include elements such as: providing clear and concise reports on projects, plans and progress; communicates, collaborates and cooperates with other functional areas of the college (e.g., responds to e-mail or voice-mail messages, completes required reports and/or forms or ensures that such paperwork or forms are submitted in a timely manner by their staff.)

Comments from Reviewer
Unrated

Communication Skills - Manager

Department or work team: Establishes and maintains effective communications within the work team for which they are responsible. Creates and maintains open communications regarding resources, priorities and expectations. Listens actively to understand, comprehend, analyze, engage and act. Disseminates and supports policies and organizational strategies, including elements such as: communicating the College's vision/mission and Strategic Framework; speaking knowledgeably about the College's goals and programs; communicating complex information in an understandable way. Solicits and welcomes input or ideas from employees.

Comments from Reviewer
Unrated

Communication Skills - Manager

Campus/Community: Establishes and maintains effective communications and relationships with students, vendors or other customers of the work team whether internal or external. Demonstrates effective listening skills and seeks to understand others points of view.

Comments from Reviewer
Unrated

INTERPERSONAL RELATIONSHIPS / COLLABORATION

AACC: An effective community college leader develops and maintains responsive, cooperative, mutually beneficial, and ethical internal and external relationships that nurture diversity, promote the success of all students, and sustain the community college mission. OCCC: Ethical, strong and collaborative leadership as in integral member of the College leadership team. Building trust among members of the College, collegiality and respect for everyone *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager

Self: Works well with others; demonstrates willingness to assist and enlist the help of others as needed to work toward common goals. Seeks conflict resolution instead of conflict or conflict avoidance. Demonstrates ability to resolve conflict constructively and is receptive to constructive criticism. Demonstrates cultural competency. Works well in teams, actively participates as a member of assigned committees; facilitates shared problem-solving and decision-making.

Comments from Reviewer
Unrated

INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager

Department or work team: Develops a positive environment that supports innovation, teamwork and successful outcomes. Respects diversity, practices self-reflection/self-awareness; builds trust in employees and customers, builds respect; demonstrates integrity; manages conflict effectively; collaborates across organizational boundaries for the greater good. Focuses on building healthy relationships. Demonstrates courtesy and respect for co-workers, customers and other contacts, as required.

Comments from Reviewer
Unrated

INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager

Campus/Community: Ability to create and sustain employee commitment; creates an environment which fosters success; embraces and employs the diversity of individuals, cultures, values, ideas and communication styles. Works with peers and others to identify economies of scale and cooperates in designing and implementing district-wide work teams; collaborates across unit boundaries for the greater good.

Comments from Reviewer

Unrated

EFFECTIVE USE OF RESOURCES

AACC: An effective community college leader equitably and ethically sustains people, processes and information as well as physical and financial assets to fulfill the mission, vision and goals of the community college. OCCC: Holding self and others accountable in a positive and principled manner. Personal and organizational continuous improvement and evolution. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

EFFECTIVE USE OF RESOURCES - Manager

Self: Achieves goals and objectives established for the department/division/area of responsibility in a professional and timely manner; uses and manages resources (budget, people, technology, etc) in a cost effective manner and within budget. Employs organizational, time management, planning and delegation skills.

Comments from Reviewer

Unrated

EFFECTIVE USE OF RESOURCES - Manager

Department or work team: Ensures accountability; develops and maintains resource assessment, planning, budgeting, acquisition and allocation processes consistent with mission and Strategic Framework and local, state and federal regulations. Has a realistic sense of what can and cannot be accomplished by the department/staff; tracks and monitors department projects for efficiency; manages resources effectively.

Comments from Reviewer

Unrated

EFFECTIVE USE OF RESOURCES - Manager

Campus/ Community: Ability to align activities around core mission, Strategic Framework and values; manage budget effectively; manages personnel effectively and individually; manages conflict and change in ways that contribute to the long term viability of the organization.

Comments from Reviewer

Unrated

FLEXIBILITY AND ADAPTABILITY

AACC: Responsiveness to changing conditions and requirements. OCCC: An entrepreneurial mind set and propensity to "see what is possible" *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

FLEXIBILITY AND ADAPTABILITY - Manager

Self: Readily adjusts to new ideas and situations; adapts to changing assignments and performance expectations. Demonstrates flexibility in carrying out job responsibilities and assignments; Demonstrates willingness and ability to learn new things.

Comments from Reviewer

Unrated

FLEXIBILITY AND ADAPTABILITY - Manager

Department or work team: Tolerates ambiguity and uncertainty; continuously assesses department work plans against College goals and realigns or revises correspondingly; sets and monitors performance goals for work team; focuses on end user ease of service

Comments from Reviewer

Unrated

FLEXIBILITY AND ADAPTABILITY - Manager

Campus/ Community: Acts as a change agent; taking reasonable risks, and identifying opportunities to improve operations.

Comments from Reviewer

Unrated

INITIATIVE

AACC: Determining what needs to be done to accomplish job responsibilities and completing tasks; manages available resources; challenges the status quo and creates alternatives. OCCC: Advancing OCCC's mission and the Big Five Framework with student success and quality teaching at the heart of all we do. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

INITIATIVE - Manager

Self: Completes work with minimal supervision; begins and completes work requirements without prompting. Demonstrates ability to solve problems; suggests new and reviewed work processes and procedures; seeks out appropriate resources and/or assistance when help is needed; effectively prioritizes multiple roles and responsibilities.

Comments from Reviewer

Unrated

INITIATIVE - Manager

Department or work team: Creates an environment that fosters success; recognizes good ideas and supports them; encourages creative problem solving, stimulates new perspectives and ways of doing things; encourages a fun and engaging workplace; manages resources effectively. Challenges the status quo by seeking continuous improvement; finds innovative ways to overcome barriers.

Comments from Reviewer

Unrated

INITIATIVE - Manager

Campus/ Community: Focus on end user and ease of service; collaborates across unit boundaries for the greater good; tolerates ambiguity and uncertainty. Identifies new and alternative funding sources to assist in the achievement of organizational objectives.

Comments from Reviewer

Unrated

PLANNING & ORGANIZATION

AACC: An effective community college leader strategically improves the quality of the institution, protects the long-term health of the organization, promotes the success of all students, and sustains the community college mission, based on knowledge of the organization, its environment, and future trends. OCCC: Skillful problem solving, conflict resolution, group planning and decision-making adept use of data to analyze, problem solve and plan. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

PLANNING & ORGANIZATION - Manager

Self: Demonstrates ability to organize and complete work effectively and efficiently. Achieves organizational objectives professionally and without adverse consequences to the College; works effectively within the framework and limitations of policy, procedures, rules and regulations. Prepares for opportunities or challenges from external sources; anticipates obstacles and contingencies and allocates resources to meet them. Demonstrates ability to prioritize and use available resources; involves others outside the department in decision making when appropriate. Demonstrates good professional judgment; manages budget effectively; effectively prioritizes multiple roles and responsibilities.

Comments from Reviewer

Unrated

PLANNING & ORGANIZATION - Manager

Department or work team: Aligns department/work team mission, structures and resources with the college Strategic Framework; assembles facts and considers alternatives, balances competing considerations and presents feasible options to policy makers. Anticipates consequences of department actions; demonstrates ability to foresee impact of decisions or actions on others. Directs short – long term plans to ensure effective and efficient operations; assesses needs and prioritizes resources toward achieving department responsibilities.

Comments from Reviewer

Unrated

PLANNING & ORGANIZATION - Manager

Campus/ Community: Appropriately understands role in policy making process (providing information, leading, supporting policy makers); correctly identifies stakeholders as partners; balances competing interests; collaborates across unit boundaries for the greater good; understands when to and when not to seek input and involve stakeholders in decision-making process.

Comments from Reviewer

Unrated

PROFESSIONALISM

AACC: An effective community college leader works ethically to set high standards for self and others, continuously improve self and surroundings, demonstrate accountability to and for the institution, and ensure the long-term viability of the college and community. OCCC: Building trust among all members of the college, collegiality and respect for everyone. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

PROFESSIONALISM - Manager

Provides leadership and management oversight to address and accomplish College goals and objectives. Accepts responsibility and is accountable for the work of the department. Able to modify behavior based on past experiences; open to feedback; able to effectively prioritize multiple roles and responsibilities; ability to introduce change effectively; able to handle change in a positive way; demonstrates ability to resolve conflict constructively and is receptive to constructive criticism. Is adaptable to changing circumstances; remains even tempered in stressful situations. Makes well reasoned decisions.

Comments from Reviewer

Unrated

COMMUNITY COLLEGE and STUDENT ADVOCACY

AACC: An effective community college leader understands, commits to and advocates for the mission, vision and goals of the community college. May include both external activities in support of the mission of the college and consideration of the employee's involvement and participation in college service through internal committees, task teams, etc. OCCC: Advancing equity of student outcomes through programs, services and classrooms that are inclusive and respectful of student diversity. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager

Self: Values and promotes diversity, inclusion, equity and academic excellence. Demonstrates a passion for and commitment to the mission of community colleges and student success.

Comments from Reviewer

Unrated

COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager

Department or work team: Advocates the community college mission to all constituents and empowers them to do the same. Advances life-long learning and supports a learner centered environment.

Comments from Reviewer

Unrated

COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager

Campus/ Community: Represents the community college in the local community, in the broader educational community, at various levels of government. Actively participates in college service through district or campus wide committee or task team work.

Comments from Reviewer

Unrated

JOB SPECIFIC KNOWLEDGE AND SKILLS

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

JOB SPECIFIC KNOWLEDGE and SKILLS - Manager

In addition to the common leadership skills and traits desired in all College Leadership, each position requires some knowledge or skills specific to the position held. Please identify the primary knowledge and skill factors here and provide commentary on the incumbent's performance or competency in demonstrating those knowledge and/or skill factors.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS

Appropriately monitors staff performance, such as productivity and quality, including appropriate support for staff development, participation, etc. Operates in a way to build trust and respect; encourages a fun and engaging workplace and creates and sustains employee commitment. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

SUPERVISORY SKILLS - Manager (60 Day)

Accepts responsibility and is accountable for the work of the department. Provides leadership and management oversight to address and accomplish College goals and objectives.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS - Manager (60 Day)

Makes well reasoned decisions; demonstrates professional judgment; able to articulate own beliefs and values; able to tolerate ambiguity and uncertainty; models the behavior they expects of others.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS - Manager (60 Day)

Plans, organizes, directs and evaluates the performance of assigned staff; completes performance evaluations on time. Manages employees effectively and individually; encourages personal and professional growth of employees; analyzes employee needs for training to successfully perform; addresses employee performance deficiencies in a timely manner; supports staff development for employees within the work group.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS - Manager (60 Day)

Gives employees appropriate authority to do their jobs; effectively delegates work to staff; helps staff accept and embrace change; effectively represents the team to the rest of the organization.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS - Manager (60 Day)

Encourages creative problem solving; creates an environment that breeds success; inclusive; empowering; respects diversity; encourages a fun and engaging workplace.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS - Manager (60 Day)
 Furthers safety in the workplace; demonstrates ability to create and sustain employee commitment.

Comments from Reviewer
 Unrated

PERFORMANCE SUMMARY

Provide detail below on the following.

Performance Review Comments (1)
 Review of Position description and job responsibilities.

Comments from Reviewer
 Comment Only

Performance Review Comments (2)
 Areas of Performance Strengths and Opportunities for Improvement.

Comments from Reviewer
 Comment Only

Performance Review Comments (3)
 Development needs and opportunities.

Comments from Reviewer
 Comment Only

Supporting Information

Include the supporting documentation for this review.



You haven't included any supporting information for this review yet.

Summary

Overview

Name	Weight	Reviewer Rating
COMMUNICATION SKILLS	9%	Unrated

Name	Reviewer Rating	Reviewer Comments
Communication Skills - Manager	Unrated	—
Communication Skills - Manager	Unrated	—
Communication Skills - Manager	Unrated	—

Name	Weight	Reviewer Rating
INTERPERSONAL RELATIONSHIPS / COLLABORATION	9%	Unrated

Name	Reviewer Rating	Reviewer Comments
INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager	Unrated	—
INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager	Unrated	—

Name	Weight	Reviewer Rating
INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager	Unrated	—
Name	Weight	Reviewer Rating
EFFECTIVE USE OF RESOURCES	9%	Unrated
Name	Reviewer Rating	Reviewer Comments
EFFECTIVE USE OF RESOURCES - Manager	Unrated	—
EFFECTIVE USE OF RESOURCES - Manager	Unrated	—
EFFECTIVE USE OF RESOURCES - Manager	Unrated	—
Name	Weight	Reviewer Rating
FLEXIBILITY AND ADAPTABILITY	9%	Unrated
Name	Reviewer Rating	Reviewer Comments
FLEXIBILITY AND ADAPTABILITY - Manager	Unrated	—
FLEXIBILITY AND ADAPTABILITY - Manager	Unrated	—
FLEXIBILITY AND ADAPTABILITY - Manager	Unrated	—
Name	Weight	Reviewer Rating
INITIATIVE	9%	Unrated
Name	Reviewer Rating	Reviewer Comments
INITIATIVE - Manager	Unrated	—
INITIATIVE - Manager	Unrated	—
INITIATIVE - Manager	Unrated	—
Name	Weight	Reviewer Rating
PLANNING & ORGANIZATION	9%	Unrated
Name	Reviewer Rating	Reviewer Comments
PLANNING & ORGANIZATION - Manager	Unrated	—
PLANNING & ORGANIZATION - Manager	Unrated	—
PLANNING & ORGANIZATION - Manager	Unrated	—
Name	Weight	Reviewer Rating
PROFESSIONALISM	9%	Unrated
Name	Reviewer Rating	Reviewer Comments
PROFESSIONALISM - Manager	Unrated	—

Name	Weight	Reviewer Rating
COMMUNITY COLLEGE and STUDENT ADVOCACY	9%	Unrated

Name	Reviewer Rating	Reviewer Comments
COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager	Unrated	—
COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager	Unrated	—
COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager	Unrated	—

Name	Weight	Reviewer Rating
JOB SPECIFIC KNOWLEDGE AND SKILLS	9%	Unrated

Name	Reviewer Rating	Reviewer Comments
JOB SPECIFIC KNOWLEDGE and SKILLS - Manager	Unrated	—

Name	Weight	Reviewer Rating
SUPERVISORY SKILLS	9%	Unrated

Name	Reviewer Rating	Reviewer Comments
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—

Name	Weight	Reviewer Rating
PERFORMANCE SUMMARY	9%	Comment Only

Name	Reviewer Rating	Reviewer Comments
Performance Review Comments (1)	Comment Only	—
Performance Review Comments (2)	Comment Only	—
Performance Review Comments (3)	Comment Only	—

90 Day Review (Management)
2022-Present
Office of Human Resources

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TESTER TESTER

Review Date: 00/00/0000

90 Day Review (Management)

Employee Name	Reviewer
TESTER TESTER	Supervisor Name
Position	Supervisor
--	Supervisor Name
Hire Date	Review Date
00/00/0000	00/00/0000
Company Name	
Oregon Coast Community College	

Employee and Supervisor: Please provide detailed responses to the questions below.

The supervisor and employee are to meet at the end of the first month of the probationary period, to review the duties and responsibilities of the position to move toward full performance. If necessary, a plan will be developed to address any gaps in skills and/or performance.

Q1: 30/90 Day Assessment - Management

Has the position description been reviewed by employee and supervisor? If not please take an opportunity to do so during the assessment period between the supervisor and employee. Are there any areas as an employee that you struggle with or have questions about the duties and responsibilities?

Comments from Reviewer

Q2: 30/90 Day Assessment - Management

Have the appropriate tools, information, and trainings been provided thus far? If not any areas, where additional training could be useful?

Comments from Reviewer

Q3: 30/90 Day Assessment - Management

Has the supervisor been readily available for questions and concerns?

Comments from Reviewer

Q4: 30/90 Day Assessment - Management

In what areas has proficiency been displayed (by the employee)?

Comments from Reviewer

Q5: 30/90 Day Assessment - Management

Have the unit's attendance expectations (ie: work hours, vacation requests, absences both planned & unplanned) been explained?

Comments from Reviewer

Q6: 30/90 Day Assessment - Management

Have you scheduled monthly (at least) "check in" meetings?

Comments from Reviewer

Q7: 30/90 Day Assessment - Management

Do you have questions on your duties and responsibilities? Are there areas that you struggle with?

Comments from Reviewer

Q8: 30/90 Day Assessment - Management

What goals do you have for the next 12 months?

Comments from Reviewer

If Necessary

Plan to address gaps and/or performance:

Comments from Reviewer

Identified Goals for the next 12 months

Stated goals to be reviewed at annual evaluation:



You haven't included any goals for this review yet. Including a goal will allow you to rate and comment on the employee's progress against it during the last review cycle.

Supporting Information

Include the supporting documentation for this review.



You haven't included any supporting information for this review yet.

Summary

Overview

Name	
Employee and Supervisor: Please provide detailed responses to the questions below.	
Name	Reviewer Comments
Q1: 30/90 Day Assessment - Management	—
Q2: 30/90 Day Assessment - Management	—
Q3: 30/90 Day Assessment - Management	—
Q4: 30/90 Day Assessment - Management	—
Q5: 30/90 Day Assessment - Management	—
Q6: 30/90 Day Assessment - Management	—
Q7: 30/90 Day Assessment - Management	—
Q8: 30/90 Day Assessment - Management	—
If Necessary	—

Annual Review (Management)

2022 – Present

Office of Human Resources



TESTER TESTER
Review Date: 00/00/0000

Annual Review (Management)

Employee Name TESTER TESTER	Reviewer Supervisor Name
Position --	Supervisor Supervisor Name
Hire Date 00/00/0000	Review Date 00/00/0000
Company Name Oregon Coast Community College	

COMMUNICATION SKILLS

AACC: An effective community college leader uses clear listening, speaking, and writing skills to engage in honest, open dialogue at all levels of the college and its surrounding community, to promote the success of all students, and to sustain the community college mission OCCC: Respectful and powerful communications through excellent communication skills (listening, written, oral & presentation) *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

Communication Skills - Manager

Self: Establishes and maintains effective communications both upward and laterally across the organization as required, as well as within the work team for which they are responsible. May include elements such as: providing clear and concise reports on projects, plans and progress; communicates, collaborates and cooperates with other functional areas of the college (e.g., responds to e-mail or voice-mail messages, completes required reports and/or forms or ensures that such paperwork or forms are submitted in a timely manner by their staff.)

Comments from Reviewer

Unrated

Communication Skills - Manager

Department or work team: Establishes and maintains effective communications within the work team for which they are responsible. Creates and maintains open communications regarding resources, priorities and expectations. Listens actively to understand, comprehend, analyze, engage and act. Disseminates and supports policies and organizational strategies, including elements such as: communicating the College's vision/mission and Strategic Framework; speaking knowledgeably about the College's goals and programs; communicating complex information in an understandable way. Solicits and welcomes input or ideas from employees.

Comments from Reviewer

Unrated

Communication Skills - Manager

Campus/Community: Establishes and maintains effective communications and relationships with students, vendors or other customers of the work team whether internal or external. Demonstrates effective listening skills and seeks to understand others points of view.

Comments from Reviewer

Unrated

INTERPERSONAL RELATIONSHIPS / COLLABORATION

AACC: An effective community college leader develops and maintains responsive, cooperative, mutually beneficial, and ethical internal and external relationships that nurture diversity, promote the success of all students, and sustain the community college mission. OCCC: Ethical, strong and collaborative leadership as in integral member of the College leadership team. Building trust among members of the College, collegiality and respect for everyone *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager

Self: Works well with others; demonstrates willingness to assist and enlist the help of others as needed to work toward common goals. Seeks conflict resolution instead of conflict or conflict avoidance. Demonstrates ability to resolve conflict constructively and is receptive to constructive criticism. Demonstrates cultural competency. Works well in teams, actively participates as a member of assigned committees; facilitates shared problem-solving and decision-making.

Comments from Reviewer

Unrated

INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager

Department or work team: Develops a positive environment that supports innovation, teamwork and successful outcomes. Respects diversity, practices self-reflection/self-awareness; builds trust in employees and customers, builds respect; demonstrates integrity; manages conflict effectively; collaborates across organizational boundaries for the greater good. Focuses on building healthy relationships. Demonstrates courtesy and respect for co-workers, customers and other contacts, as required.

Comments from Reviewer

Unrated

INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager

Campus/Community: Ability to create and sustain employee commitment; creates an environment which fosters success; embraces and employs the diversity of individuals, cultures, values, ideas and communication styles. Works with peers and others to identify economies of scale and cooperates in designing and implementing district-wide work teams; collaborates across unit boundaries for the greater good.

Comments from Reviewer

Unrated

EFFECTIVE USE OF RESOURCES

AACC: An effective community college leader equitably and ethically sustains people, processes and information as well as physical and financial assets to fulfill the mission, vision and goals of the community college. OCCC: Holding self and others accountable in a positive and principled manner. Personal and organizational continuous improvement and evolution. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

EFFECTIVE USE OF RESOURCES - Manager

Self: Achieves goals and objectives established for the department/division/area of responsibility in a professional and timely manner; uses and manages resources (budget, people, technology, etc) in a cost effective manner and within budget. Employs organizational, time management, planning and delegation skills.

Comments from Reviewer

Unrated

EFFECTIVE USE OF RESOURCES - Manager

Department or work team: Ensures accountability; develops and maintains resource assessment, planning, budgeting, acquisition and allocation processes consistent with mission and Strategic Framework and local, state and federal regulations. Has a realistic sense of what can and cannot be accomplished by the department/staff; tracks and monitors department projects for efficiency; manages resources effectively.

Comments from Reviewer

Unrated

EFFECTIVE USE OF RESOURCES - Manager

Campus/ Community: Ability to align activities around core mission, Strategic Framework and values; manage budget effectively; manages personnel effectively and individually; manages conflict and change in ways that contribute to the long term viability of the organization.

Comments from Reviewer

Unrated

FLEXIBILITY AND ADAPTABILITY

AACC: Responsiveness to changing conditions and requirements. OCCC: An entrepreneurial mind set and propensity to "see what is possible" *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

FLEXIBILITY AND ADAPTABILITY - Manager

Self: Readily adjusts to new ideas and situations; adapts to changing assignments and performance expectations. Demonstrates flexibility in carrying out job responsibilities and assignments; Demonstrates willingness and ability to learn new things.

Comments from Reviewer

Unrated

FLEXIBILITY AND ADAPTABILITY - Manager

Department or work team: Tolerates ambiguity and uncertainty; continuously assesses department work plans against College goals and realigns or revises correspondingly; sets and monitors performance goals for work team; focuses on end user ease of service

Comments from Reviewer

Unrated

FLEXIBILITY AND ADAPTABILITY - Manager

Campus/ Community: Acts as a change agent; taking reasonable risks, and identifying opportunities to improve operations.

Comments from Reviewer

Unrated

INITIATIVE

AACC: Determining what needs to be done to accomplish job responsibilities and completing tasks; manages available resources; challenges the status quo and creates alternatives. OCCC: Advancing OCCC's mission and the Big Five Framework with student success and quality teaching at the heart of all we do. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

INITIATIVE - Manager

Self: Completes work with minimal supervision; begins and completes work requirements without prompting. Demonstrates ability to solve problems; suggests new and reviewed work processes and procedures; seeks out appropriate resources and/or assistance when help is needed; effectively prioritizes multiple roles and responsibilities.

Comments from Reviewer

Unrated

INITIATIVE - Manager

Department or work team: Creates an environment that fosters success; recognizes good ideas and supports them; encourages creative problem solving, stimulates new perspectives and ways of doing things; encourages a fun and engaging workplace; manages resources effectively. Challenges the status quo by seeking continuous improvement; finds innovative ways to overcome barriers.

Comments from Reviewer

Unrated

INITIATIVE - Manager

Campus/ Community: Focus on end user and ease of service; collaborates across unit boundaries for the greater good; tolerates ambiguity and uncertainty. Identifies new and alternative funding sources to assist in the achievement of organizational objectives.

Comments from Reviewer

Unrated

PLANNING & ORGANIZATION

AACC: An effective community college leader strategically improves the quality of the institution, protects the long-term health of the organization, promotes the success of all students, and sustains the community college mission, based on knowledge of the organization, its environment, and future trends. OCCC: Skillful problem solving, conflict resolution, group planning and decision-making adept use of data to analyze, problem solve and plan. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

PLANNING & ORGANIZATION - Manager

Self: Demonstrates ability to organize and complete work effectively and efficiently. Achieves organizational objectives professionally and without adverse consequences to the College; works effectively within the framework and limitations of policy, procedures, rules and regulations. Prepares for opportunities or challenges from external sources; anticipates obstacles and contingencies and allocates resources to meet them. Demonstrates ability to prioritize and use available resources; involves others outside the department in decision making when appropriate. Demonstrates good professional judgment; manages budget effectively; effectively prioritizes multiple roles and responsibilities.

Comments from Reviewer

Unrated

PLANNING & ORGANIZATION - Manager

Department or work team: Aligns department/work team mission, structures and resources with the college Strategic Framework; assembles facts and considers alternatives, balances competing considerations and presents feasible options to policy makers. Anticipates consequences of department actions; demonstrates ability to foresee impact of decisions or actions on others. Directs short – long term plans to ensure effective and efficient operations; assesses needs and prioritizes resources toward achieving department responsibilities.

Comments from Reviewer

Unrated

PLANNING & ORGANIZATION - Manager

Campus/ Community: Appropriately understands role in policy making process (providing information, leading, supporting policy makers); correctly identifies stakeholders as partners; balances competing interests; collaborates across unit boundaries for the greater good; understands when to and when not to seek input and involve stakeholders in decision-making process.

Comments from Reviewer

Unrated

PROFESSIONALISM

AACC: An effective community college leader works ethically to set high standards for self and others, continuously improve self and surroundings, demonstrate accountability to and for the institution, and ensure the long-term viability of the college and community. OCCC: Building trust among all members of the college, collegiality and respect for everyone. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

PROFESSIONALISM - Manager

Provides leadership and management oversight to address and accomplish College goals and objectives. Accepts responsibility and is accountable for the work of the department. Able to modify behavior based on past experiences; open to feedback; able to effectively prioritize multiple roles and responsibilities; ability to introduce change effectively; able to handle change in a positive way; demonstrates ability to resolve conflict constructively and is receptive to constructive criticism. Is adaptable to changing circumstances; remains even tempered in stressful situations. Makes well reasoned decisions.

Comments from Reviewer

Unrated

COMMUNITY COLLEGE and STUDENT ADVOCACY

AACC: An effective community college leader understands, commits to and advocates for the mission, vision and goals of the community college. May include both external activities in support of the mission of the college and consideration of the employee's involvement and participation in college service through internal committees, task teams, etc. OCCC: Advancing equity of student outcomes through programs, services and classrooms that are inclusive and respectful of student diversity. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional

comments and/or examples are only required if "needs improvement" is selected.

COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager

Self: Values and promotes diversity, inclusion, equity and academic excellence. Demonstrates a passion for and commitment to the mission of community colleges and student success.

Comments from Reviewer

Unrated

COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager

Department or work team: Advocates the community college mission to all constituents and empowers them to do the same. Advances life-long learning and supports a learner centered environment.

Comments from Reviewer

Unrated

COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager

Campus/ Community: Represents the community college in the local community, in the broader educational community, at various levels of government. Actively participates in college service through district or campus wide committee or task team work.

Comments from Reviewer

Unrated

JOB SPECIFIC KNOWLEDGE AND SKILLS

*Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

JOB SPECIFIC KNOWLEDGE and SKILLS - Manager

In addition to the common leadership skills and traits desired in all College Leadership, each position requires some knowledge or skills specific to the position held. Please identify the primary knowledge and skill factors here and provide commentary on the incumbent's performance or competency in demonstrating those knowledge and/or skill factors.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS

Appropriately monitors staff performance, such as productivity and quality, including appropriate support for staff development, participation, etc. Operates in a way to build trust and respect; encourages a fun and engaging workplace and creates and sustains employee commitment. *Please take an opportunity to review the rating scale definitions for "developing", "needs improvement", "meets standards" and "exceeds standards" on the top right corner of this assessment page. *Additional comments and/or examples are only required if "needs improvement" is selected.

SUPERVISORY SKILLS - Manager (60 Day)

Accepts responsibility and is accountable for the work of the department. Provides leadership and management oversight to address and accomplish College goals and objectives.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS - Manager (60 Day)

Makes well reasoned decisions; demonstrates professional judgment; able to articulate own beliefs and values; able to tolerate ambiguity and uncertainty; models the behavior they expects of others.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS - Manager (60 Day)

Plans, organizes, directs and evaluates the performance of assigned staff; completes performance evaluations on time. Manages employees effectively and individually; encourages personal and professional growth of employees; analyzes employee needs for training to successfully perform; addresses employee performance deficiencies in a timely manner; supports staff development for employees within the work group.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS - Manager (60 Day)

Gives employees appropriate authority to do their jobs; effectively delegates work to staff; helps staff accept and embrace change; effectively represents the team to the rest of the organization.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS - Manager (60 Day)

Encourages creative problem solving; creates an environment that breeds success; inclusive; empowering; respects diversity; encourages a fun and engaging workplace.

Comments from Reviewer

Unrated

SUPERVISORY SKILLS - Manager (60 Day)

Furthers safety in the workplace; demonstrates ability to create and sustain employee commitment.

Comments from Reviewer

Unrated

PERFORMANCE SUMMARY

Provide detail below on the following.

Performance Review Comments (1)

Review of Position description and job responsibilities.

Comments from Reviewer

Comment Only

Performance Review Comments (2)

Areas of Performance Strengths and Opportunities for Improvement.

Comments from Reviewer

Comment Only

Performance Review Comments (3)

Development needs and opportunities.

Comments from Reviewer

Comment Only

Goals

IDENTIFIED GOAL REVIEW: Provide detail regarding any goals from last year (if applicable): IDENTIFIED GOAL FOR COMING YEAR: Provide detail regarding any developed goals for coming year:



You haven't included any goals for this review yet. Including a goal will allow you to rate and comment on the employee's progress against it during the last review cycle.

Supporting Information

Include the supporting documentation for this review.



You haven't included any supporting information for this review yet.

Summary

Overview

Name	Weight	Reviewer Rating
COMMUNICATION SKILLS	8%	Unrated


Name	Reviewer Rating	Reviewer Comments
Communication Skills - Manager	Unrated	—

Name	Weight	Reviewer Rating
Communication Skills - Manager	Unrated	—
Communication Skills - Manager	Unrated	—
INTERPERSONAL RELATIONSHIPS / COLLABORATION	8%	Unrated
INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager	Unrated	—
INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager	Unrated	—
INTERPERSONAL RELATIONSHIPS / COLLABORATION - Manager	Unrated	—
EFFECTIVE USE OF RESOURCES	8%	Unrated
EFFECTIVE USE OF RESOURCES - Manager	Unrated	—
EFFECTIVE USE OF RESOURCES - Manager	Unrated	—
EFFECTIVE USE OF RESOURCES - Manager	Unrated	—
FLEXIBILITY AND ADAPTABILITY	8%	Unrated
FLEXIBILITY AND ADAPTABILITY - Manager	Unrated	—
FLEXIBILITY AND ADAPTABILITY - Manager	Unrated	—
FLEXIBILITY AND ADAPTABILITY - Manager	Unrated	—
INITIATIVE	8%	Unrated
INITIATIVE - Manager	Unrated	—
INITIATIVE - Manager	Unrated	—
INITIATIVE - Manager	Unrated	—
PLANNING & ORGANIZATION	8%	Unrated
PLANNING & ORGANIZATION - Manager	Unrated	—

Name	Weight	Reviewer Rating
PLANNING & ORGANIZATION - Manager	Unrated	—
PLANNING & ORGANIZATION - Manager	Unrated	—
PROFESSIONALISM	8%	Unrated
PROFESSIONALISM - Manager	Unrated	—
COMMUNITY COLLEGE and STUDENT ADVOCACY	8%	Unrated
COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager	Unrated	—
COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager	Unrated	—
COMMUNITY COLLEGE and STUDENT ADVOCACY - Manager	Unrated	—
JOB SPECIFIC KNOWLEDGE AND SKILLS	8%	Unrated
JOB SPECIFIC KNOWLEDGE and SKILLS - Manager	Unrated	—
SUPERVISORY SKILLS	8%	Unrated
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—
SUPERVISORY SKILLS - Manager (60 Day)	Unrated	—
PERFORMANCE SUMMARY	8%	Comment Only
Performance Review Comments (1)	Comment Only	—

Name		Weight	Reviewer Rating
Name		Reviewer Rating	Reviewer Comments
Performance Review Comments (2)		Comment Only	—
Performance Review Comments (3)		Comment Only	—

Faculty Review
2022-Present
Office of Human Resources



TESTER TESTER

Review Date: 00/00/0000

Faculty Review

Employee Name	Reviewer
TESTER TESTER	Supervisor Name
Position	Supervisor
--	Supervisor Name
Hire Date	Review Date
00/00/0000	00/00/0000
Company Name	
Oregon Coast Community College	

The Instructor as a Director/Facilitator

Please review rating scale descriptions to the right of this page for reference.

Communication of Expectations.

Communicates course goals and expectations clearly.

Comments from Reviewer

Unrated

Student Academic Achievement

Give students opportunities for academic growth, critical thinking, and initiative.

Comments from Reviewer

Unrated

Motivation of Students

Motivates best effort from students; relates students= learning to their previous knowledge and experience.

Comments from Reviewer

Unrated

Subject Knowledge

Has a thorough current knowledge of subject matter and course of study.

Comments from Reviewer

Unrated

Planning and Preparation

Is well prepared for classes through daily and long-term planning.

Comments from Reviewer

Unrated

Teaching Techniques

Uses appropriate college teaching techniques; presents subject matter in a variety of ways; makes relevant and appropriate assignments.

Comments from Reviewer

Unrated

Assessment of Learning

Assesses student progress in by multiple means at various times.

Comments from Reviewer

Unrated

Attitude toward Students

Demonstrates interest in students, attempts to understand them, exhibits tolerance and fairness.

Comments from Reviewer

Unrated

Attitude toward teaching

Is enthusiastic in teaching; demonstrates self-improvement.

Comments from Reviewer

Unrated

The Instructor as Member of the College Community

Please review rating scale descriptions to the right of this page for reference.

Attitude toward fellow Faculty and Staff

Works as a team player; responds to requests for input or information; supports the work of others.

Comments from Reviewer

Unrated

Attitude toward College

Follows college policies and procedures; supports the college mission.

Comments from Reviewer

Unrated

Attitude toward Community

Helps the college maintain good public relations.

Comments from Reviewer

Unrated

Documentation

Please review rating scale descriptions to the right of this page for reference.

Syllabi

Prepares and maintains accurate syllabi.

Comments from Reviewer

Unrated

Record keeping

Keeps accurate class records, submits grades and reports punctually.

Comments from Reviewer

Unrated

Additional Notes

List any additional notes of interim discussions while PIP is in effect. Include dates of discussions.

Comments from Reviewer

Unrated

Class Observation

If a class observation was completed, review should list time (arrival and departure), students attending and date. If no observation was completed for this review, please write "not applicable."

Written Comments for Class Observation (If Applicable)

Qualities or techniques which are commendable:

Comments from Reviewer

Comment Only

Written Comments for Class Observation (If Applicable)

Comments by reviewer/observer:

Comments from Reviewer

Comment Only

Written Comments for Class Observation (If Applicable)

Instructor comments:

Comments from Reviewer

Comment Only

Supporting Information

Include the supporting documentation for this review.



You haven't included any supporting information for this review yet.

Summary

Overview

Name	Weight	Reviewer Rating
The Instructor as a Director/Facilitator	25%	Unrated
Name	Reviewer Rating	Reviewer Comments
Communication of Expectations.	Unrated	—
Student Academic Achievement	Unrated	—
Motivation of Students	Unrated	—
Subject Knowledge	Unrated	—
Planning and Preparation	Unrated	—
Teaching Techniques	Unrated	—
Assessment of Learning	Unrated	—
Attitude toward Students	Unrated	—
Attitude toward teaching	Unrated	—
Name	Weight	Reviewer Rating
The Instructor as Member of the College Community	25%	Unrated
Name	Reviewer Rating	Reviewer Comments
Attitude toward fellow Faculty and Staff	Unrated	—
Attitude toward College	Unrated	—
Attitude toward Community	Unrated	—
Name	Weight	Reviewer Rating
Documentation	25%	Unrated
Name	Reviewer Rating	Reviewer Comments
Syllabi	Unrated	—
Record keeping	Unrated	—
Additional Notes	Unrated	—

Name	Weight	Reviewer Rating
Class Observation	25%	Comment Only

Name	Reviewer Rating	Reviewer Comments
Written Comments for Class Observation (If Applicable)	Comment Only	—
Written Comments for Class Observation (If Applicable)	Comment Only	—
Written Comments for Class Observation (If Applicable)	Comment Only	—