



Review Date: 03/03/2023

Overall Rating
Unrated

Annual Performance Evaluation- Employee 2022 updated

Employee Name	Reviewer
-	:
Position	Supervisor
	:
Hire Date	Review Date
	03/03/2023

Company Name
COLUMBIA GORGE COMMUNITY COLLEGE

Review Section

Job Knowledge, Skills and Abilities

Characteristics based on Knowledge, Skills and Abilities. Justification/concrete examples must be provided for all categories.

Job Knowledge

Understands duties and responsibilities, possesses necessary job knowledge and technical skills, maintains job knowledge current.

Comments from Reviewer

Unrated

Quality of Work/Productivity

Is attentive to detail and accuracy, manages a fair workload, and develops good work processes.

Comments from Reviewer

Unrated

Initiative

Takes on tough assignments to improve skills, continuously looks for improvements, provides innovative/creative solutions and ideas.

Comments from Reviewer

Unrated

Dependability and Adaptability

Meets commitments and deadlines, works independently, handles change and stays focused under pressure, meets attendance requirements and is punctual.

Comments from Reviewer

Unrated

Teamwork, Collaboration, and Cooperation

Contributes to meeting team deadlines and goals, welcomes new employees and promotes a cooperative team atmosphere, seeks out and accepts feedback.

Comments from Reviewer

Unrated

Accountability

Sets priorities, creates goals and timetables to complete required tasks or projects, tracks progress and makes necessary adjustments to efficiently complete work.

Comments from Reviewer

Unrated

Managing Conflict

Listens to understand, uses clarifying questions, finds solutions to problems in a constructive manner, maintains composure in difficult situations.

Comments from Reviewer

Unrated

Diversity, Equity and Inclusion

Recognizes the right of all individuals to mutual respect, shows acceptance to others without biases based on differences of any kind, contributes to efforts to build respect, dignity, fairness, caring, equality, and self-esteem.

Comments from Reviewer

Unrated

Supporting Information Section





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

Approval History

Name	Action	Date
		

Approver's actions and comments will appear here.

Summary Section

Overall Rating by Reviewer

Unrated

Overview

Name	Weight	Reviewer Rating
Job Knowledge, Skills and Abilities	100%	Unrated

Name	Reviewer Rating	Reviewer Comments
Job Knowledge	Unrated	—
Quality of Work/Productivity	Unrated	—
Initiative	Unrated	—
Dependability and Adaptability	Unrated	—
Teamwork, Collaboration, and Cooperation	Unrated	—
Accountability	Unrated	—
Managing Conflict	Unrated	—
Diversity, Equity and Inclusion	Unrated	—



Review Date 03/03/2023

Overall Rating
Unrated

Annual Performance Evaluation- Manager 2022 updated

Employee Name Reviewer

Position Supervisor

Hire Date
 (
Review Date 03/03/2023

Company Name
COLUMBIA GORGE COMMUNITY COLLEGE

Review Section

Job Knowledge, Skills and Abilities

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Job Knowledge

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Comments from Reviewer

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Comments from Reviewer

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Comments from Reviewer

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Comments from Reviewer

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Comments from Reviewer

Unrated

Diversity, Equity and Inclusion

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Comments from Reviewer

Unrated

Communication

Meets with staff regularly to discuss performance and goal tracking, completes staff performance evaluations in a timely manner.

Comments from Reviewer

Unrated

Training Compliance and Professional Development

Ensures staff complete Safe Colleges and other mandatory trainings, assigns Professional Development to employees as needed.

Comments from Reviewer

Unrated

Supporting Information Section



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

Approval History

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Accountability	Unrated	—
Managing Conflict	Unrated	—
Diversity, Equity and Inclusion	Unrated	—
Communication	Unrated	—
Training Compliance and Professional Development	Unrated	—