

# Employee Video

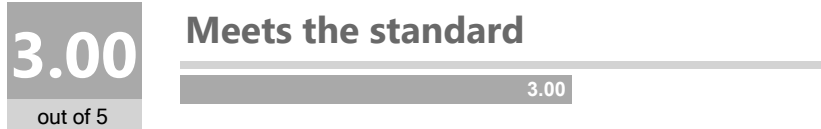
2021 Employee Video Staff Supervisor Evaluation



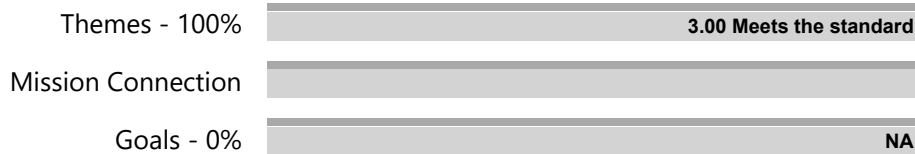
**Period** 03/23/2021 - 03/22/2022    **Location** BCCC  
**Manager** Supervisor Video    **Hire Date** 03/23/2021  
**Department** Human Resources    **Status** Ready for Signatures  
**Job Title** Employee - Video

## Evaluation Summary

### Final Score



### Overall



## Themes - 100%

### Professionalism and Essential Work Skills - 16%

- 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

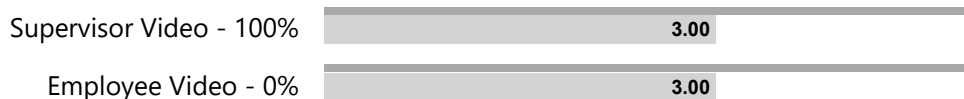


Employee Video    Employee comments  
05/21/2021

Supervisor Video    Supervisor comment  
05/21/2021

### Planning and Organization - 16%

- 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



Employee Video Employee comments  
05/21/2021

Supervisor Video Supervisor comment  
05/21/2021

### Management and Supervisory Skills - 20%

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- Employee demonstrates effective resources management techniques in budgeting and managing assigned money and personnel resources to meet college objectives and mission.
- Employee effectively delegates work to staff while maintaining accountability.
- Establishes performance standards and ensures they are met.
- Provides prompt and consistent feedback to staff and direction as needed regarding performance

Supervisor Video - 100%	
Employee Video - 0%	



Employee Video Employee comments  
05/21/2021

Supervisor Video Supervisor comment  
05/21/2021

### Commitment to Service and Quality - 16%

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- 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%	
Employee Video - 0%	

Employee Video Employee comments  
05/21/2021

Supervisor Video Supervisor comment  
05/21/2021

### Creativity, Problem Solving and Decision Making - 16%

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- 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

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

## Knowledge of Position - 16%

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- 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 comment	

## Mission Connection

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### Mission Connection

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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 05/21/2021	Employee explains how they uphold the college's mission statement within their position.
Supervisor Video 05/21/2021	Supervisor comment

## Goals - 0%

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### Goal 1 - 100% | 10% Complete

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Goal detail

Supervisor Video - 100%		3.00
Employee Video - 0%		3.00
Employee Video 05/21/2021	Progress notes	
Supervisor Video 05/21/2021	Supervisor comment	

## Future Goals - 0%

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## Future Goal - 100% | 0% Complete

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Goal detail

Employee Video    Progression notes  
05/21/2021

## Approval

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**Approver Video**    Approver comments

Routed:    05/21/2021  
              11:38 AM  
Approved:  05/21/2021  
              11:41 AM

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

*Supervisor Signature*

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Supervisor Video  
Supervisor Signature

5/21/2021 11:44 AM

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Date

*Employee signature*

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Employee Video  
Employee Signature

5/21/2021 11:49 AM

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Date