

EXEMPT PERFORMANCE EVALUATION

FORM PROCESS

EMPLOYEE

1. Completes a self-evaluation for each section and provides comments.
2. Completes 3 developmental goals, and 3 business objectives.
3. Meets with supervisor to review all sections.

Employee Signature

SUPERVISOR

1. Reviews self-evaluation section, developmental goals and business objectives.

Manager / Supervisor Signature

SUPERVISOR AND EMPLOYEE

1. Meet to discuss the Self-Reflection, Developmental goals, and Business Objectives.
2. Both sign off and complete.

Month / Date / Year

Employee Name:

School/Department:

Evaluator:

Evaluation Period & Date:

MISSION/VISION

Selkirk College inspires lifelong learning, transforms lives through education and training, and serves our communities. We are a learner-centered college that provides educational experiences and pathways to prepare students for work, further education, service, and lifelong learning. Our vision is to make learning authentic, inspiring, rewarding and relevant to students, the region, and the world. We are integral to the economic development, social equity, culture, and sustainability of the communities we serve.

Provides leadership within areas of responsibilities that moved the College towards achieving its mission and vision: focusing on high quality learning experiences, excellent educational programming and services to partners and stakeholders.

SELF-REFLECTION

Far Exceeds Exceeds Meets Meets Some Does Not Meet

SUPERVISOR

Far Exceeds Exceeds Meets Meets Some Does Not Meet

Comments:

RESPECT

A commitment to honesty, integrity, and fairness in all of our communication, interactions and relationships with learners, co-workers, and in our communities.

SELF-REFLECTION

Far Exceeds Exceeds Meets Meets Some Does Not Meet

SUPERVISOR

Far Exceeds Exceeds Meets Meets Some Does Not Meet

Comments:

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QUALITY

A commitment to high quality in our programs and services, to adopting best practice approaches, and to continuous improvement.

SELF-REFLECTION

Far Exceeds Exceeds Meets Meets Some Does Not Meet

SUPERVISOR

Far Exceeds Exceeds Meets Meets Some Does Not Meet

Comments:

INCLUSIVITY

A belief in providing a welcoming, supportive institution that celebrates diverse perspectives, cultures, traditions, and ways of learning and knowing.

SELF-REFLECTION

Far Exceeds Exceeds Meets Meets Some Does Not Meet

SUPERVISOR

Far Exceeds Exceeds Meets Meets Some Does Not Meet

Comments:

CURIOSITY

A passion to uphold the spirit of learning and inquiry; address challenges with creative solutions; inspire the imagination, spirit and mind to be learners for life.

SELF-REFLECTION

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SUPERVISOR

Far Exceeds Exceeds Meets Meets Some Does Not Meet

Comments:

SERVICE

An approach to our work that is rooted in a dedication to serve our students, co-workers, and communities

SELF-REFLECTION

Far Exceeds Exceeds Meets Meets Some Does Not Meet

SUPERVISOR

Far Exceeds Exceeds Meets Meets Some Does Not Meet

Comments:

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COLLABORATION

An approach to working within the college, and with our stakeholders and partners that is based on equity, mutual benefit, and that recognizes the rewards of healthy relationships.

SELF-REFLECTION

Far Exceeds Exceeds Meets Meets Some Does Not Meet

SUPERVISOR

Far Exceeds Exceeds Meets Meets Some Does Not Meet

Comments:

ACCOUNTABILITY

A commitment to assuming and fulfilling our respective individual, collective, and institutional responsibilities for the success of our learners and the college.

SELF-REFLECTION

Far Exceeds Exceeds Meets Meets Some Does Not Meet

SUPERVISOR

Far Exceeds Exceeds Meets Meets Some Does Not Meet

Comments:

PILLARS OF SUCCESS

Please provide some examples of contributions and supports in implementing strategic priorities for the pillars.

- Focus on the learner
- Teaching Excellence
- Community Engagement and Innovation
- A Health Workplace
- Sustained of the College

SELF-REFLECTION

Far Exceeds Exceeds Meets Meets Some Does Not Meet

SUPERVISOR

Far Exceeds Exceeds Meets Meets Some Does Not Meet

Comments:

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DEVELOPMENTAL GOALS

Specific Development Goals:	
Measures of Success:	
Action Plans:	
Resources/Support:	
Timing:	

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BUSINESS OBJECTIVES

Identify (3) business objectives to be achieved over the year and attached the Business objective template with this evaluation.

Strategic Priorities & Areas of Focus	Performance Measures	Target to be Achieved
1 - Increase enrolments		
2 - Develop innovative programs & services		
3 - Modernize infrastructure		
4 - Impact community and economic development		
5 - Healthy workplace/employer of choice		
6 - Strategic initiatives, advocacy, governance, organizational development		