**Great Falls College MSU**

**Employee Name:** Click here to enter text. **Title:** Click here to enter text. **Supervisor:** Click here to enter text. **Review Period:** Click here to enter text. **Job Description reviewed:  YES  NO**

**Updated Job Description attached:  YES  NO**

**Professional Staff   
Performance Management Review Form**

1. **Goals and Results for Review Period:**

**Review:** 1) Supervisor will enter department or unit goals. 2) List 1-3 individual performance goals (linked to department goals where applicable). 3) List the performance indicator(s) that were used to measure success in attaining each goal. 4) Indicate whether the goal is met or not met for each goal based on results achieved against the performance indicators. 5) Enter comments on the results achieved, providing examples.

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| --- | --- | --- |
| *The mission of Great Falls College MSU is to* ***educate and inspire you****.* | | |
| **Department/Unit Goals** | | |
| **Individual Performance Goals** | **Performance Indicator (Metric)** | **Year-end Review and Comments:** |
| 1. |  | **Met Not Met** (explain) |
| 2. |  | **Met Not Met** (explain) |
| 3. |  | **Met Not Met** (explain) |

1. **Results:**

Please select **either** the (A) Management Review **or** the (B) Professional Review as appropriate.

1. Management Review: Use this section to evaluate professional staff who manage a function and/or supervise staff. Please use the performance summary statements which follow as a guide in describing the overall performance.

Leadership Effectiveness: Consider evidence of effective planning and decision making, appropriate delegation, communication skills, interpersonal relations, ability to hire, develop and coach competent staff, ability to accomplish assigned objectives, flexibility, cooperation with colleagues, compliance with AA/EEO obligations and management of financial resources.

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| --- |
| [Insert Narrative Here] |

1. Professional Review: Use this section to review professional staff who don’t manage or supervise.

Professional Effectiveness: Consider the degree to which the employee demonstrates understanding all aspects of assigned work; carries out responsibilities with thoroughness, accuracy, attention to detail and a high quality and quantity of work; is committed to a high level of client/customer service; and demonstrates an understanding of organizational and political issues at work in his/her area of responsibility.

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| --- |
| [Insert Narrative Here] |

1. **Overall Performance Summary:**  
   Briefly Summarize

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1. **Goal Setting for next Review Period:**

In light of overall performance, areas for growth, needs of the department, and the employee professional objectives, set professional development and performance goals for the upcoming year.

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| **Goals** | **Performance Indicator (Metric)** |
| **1.** |  |
| **2.** |  |
| **3.** |  |

**7. Signatures:**

This annual performance review will become part of your GFC MSU personnel file. Please sign below to acknowledge that you have received this document.

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Team

Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_