



2019-20 Performance Evaluation Form for Staff/Faculty who Meet or Exceed Expectations

Name of employee being evaluated

Due to COVID-19, this form may be used in lieu of the normal staff or faculty performance evaluation form for 2019-20 if the employee has met the following criteria:

- Employed by Dakota College for 1 year or longer
 - For new FT and adjunct faculty, they must have 2 full evaluations already on file in HR to meet this requirement.
 - For new staff, they must have a 6-month probationary evaluation already on file
- Is in good standing and consistently meeting expectations in all essential areas of responsibility and the quality of work overall is good or exceeds expectations.
- The employee's most critical annual goals were met.

Due Date for all evaluations: May 29, 2020

Please check the appropriate boxes

- Job description was reviewed (staff only)
 - Revisions were made to better reflect the duties/responsibilities of the position (send to HR with revisions made in red)
- DCB's Mission, Vision and Goals have been reviewed
- DCB's Code of Conduct has been reviewed

Qualifies for state employee legislative salary increase (check box): Yes No

Note: if you select "No," you must complete the full performance evaluation form.

Supervisor comments

Goals for 2020-21 (staff only)

Employee acknowledgement and signature

My signature shows that I have received a copy of this evaluation document and have had an opportunity to discuss it with my supervisor. My signature may or may not indicate agreement with the evaluation. I acknowledge that I have read, understand, and agree to comply with the policies referred to within it. I understand that if I choose to respond in writing to my evaluation, I have five workdays to do so and that my reply will be filed with the evaluation.

Date and Employee signature

Date and Supervisor signature