



**STATE
TECHNICAL
COLLEGE**
OF MISSOURI

**STATE TECHNICAL COLLEGE OF MISSOURI
EMPLOYEE PERFORMANCE PLANNING AND APPRAISAL SYSTEM**

PERFORMANCE PLANNING AND APPRAISAL

EMPLOYEE NAME (Last, First, MI)		EMPLOYEE ID NUMBER		COMPENSATION LEVEL
TITLE	DEPARTMENT	ORIGINAL HIRE DATE	TRANSFER EFFECTIVE DATE (If Applicable)	
PERIOD COVERED: From: X/XX/20XX To: X/XX/20XX	REASON FOR COMPLETION (select one): <input type="checkbox"/> New Employee Plan <input type="checkbox"/> Probationary Appraisal <input type="checkbox"/> Annual Performance Appraisal Type of Probation: <input type="radio"/> Initial <input type="radio"/> Promotional <input type="radio"/> Performance Improvement Plan <input type="radio"/> Extension			

COMPONENT RATINGS PERFORMANCE PLANNING AND APPRAISAL

O	HS	S	IE	U	JOB COMPONENTS/PERFORMANCE EXPECTATIONS	SUPERVISOR COMMENTS (required for ratings of O, IE and U)	EMPLOYEE COMMENTS (Optional)
					<p align="center"><u>CORE COMPONENTS</u> (Required of all staff)</p> <p><u>Managing Your Job</u></p> <ul style="list-style-type: none"> Clearly understands job purpose and how it relates to the overall mission of the department/College. <p><u>Thinking Clearly</u></p> <ul style="list-style-type: none"> Has the ability to clearly identify problem/issues and systematically follow them through to resolution. <p><u>Relating to Others</u></p> <ul style="list-style-type: none"> Seeks to build positive working relationships through consideration and respect of others. Respects others' perspectives and seeks to understand different perspectives before asserting a position or solution. Communicates honestly and directly and does not engage in activities that tear down others. Is loyal and seeks to uphold the worth of persons and the College in all interactions. Projects a positive and professional image when representing the College or conducting College business. <p><u>Building the Team</u></p> <ul style="list-style-type: none"> Willingly collaborates and cooperates with others to help accomplish department and STC missions. <p><u>Delivering Results</u></p> <ul style="list-style-type: none"> Is dependable and follows through on commitments. Can see problems and opportunities from other functional points of view. Insists on processes and solutions that achieve positive results for all and not just a vocal few. Delivers results timely and in a quality and accurate manner. Projects a professional image and appearance. 		

