

**S.C. TECHNICAL COLLEGE SYSTEM
PERFORMANCE MANAGEMENT SYSTEM
GUIDELINES FOR COMPLETING DOCUMENTS**

THE PLANNING STAGE DOCUMENT (Pages 1 and 2)

Page 1 contains job duties abbreviated from the most recent position description. These abbreviated duties describe the major tasks that are required of the employee. Each job duty listed on the planning stage should generally be at least 10% of the total job time. Success criteria must be stated for each job duty.

Page 2 of the Planning Stage Document contains behavioral performance characteristics on which all employees must be evaluated. In order to receive an overall Exceeds rating, an employee must be rated as Exceeds on four (4) or more of the behavioral performance characteristics.

The Planning Stage Document must be signed by the rater and reviewing official before being reviewed with and signed by the employee. If the position description and/or job duties have not changed significantly then the three parties may simply sign-off again on the previous years Planning Stage Document.

ATTACHMENT FOR OBJECTIVES (If used)

Objectives are optional for all employees. If objectives are used for the rating period, they should be used for documenting any special goals or projects usually of a one-time nature. The **Attachment for Objectives**, if used, should be stapled together with pages 1 and 2 of the Planning Stage Document. Objectives may be added or deleted during the rating period only if those added have a completion date that falls within the rating period. Success criteria must be defined for each objective used.

PERFORMANCE APPRAISAL DOCUMENT

The Performance Appraisal Document should be used in conjunction with the previously completed Planning Stage Document. The rater should first rate the job duties, placing the appropriate rating in the space beside the job duty number corresponding to the same number on the Planning Stage Document. Comments must be made by the rater if the Rating is other than "Meets Requirements". The rater should similarly complete the sections for Behavioral Performance Characteristics and Managerial Characteristics/Performance Objectives, if applicable. Comments should be noted regarding strengths, weaknesses, and any action required by the agency or employee regarding performance or development. The rater then should indicate an Overall Rating of the employee's performance based on the ratings for the Job Duties and Behavioral Performance Characteristics (and Objectives, if used) only. An explanation/justification must be given for a rating other than "Meets Requirements". The rater and reviewer should sign and date the Performance Appraisal Document before reviewing the document with the employee.

For more detailed information see Procedures 8-4-100.1 or 8-4-101.1.

EMPLOYEE NAME -

JOB CLASSIFICATION -

JOB DATE -

ORGANIZATION UNIT -

RATER -

FROM ____ TO ____

1. JOB DUTY:

SUCCESS CRITERIA:

2. JOB DUTY:

SUCCESS CRITERIA:

3. JOB DUTY:

SUCCESS CRITERIA:

4. JOB DUTY:

SUCCESS CRITERIA:

5. JOB DUTY:

SUCCESS CRITERIA:

6. JOB DUTY:

SUCCESS CRITERIA:

7. JOB DUTY:

SUCCESS CRITERIA:

8. JOB DUTY:

SUCCESS CRITERIA:

**PLANNING STAGE DOCUMENT
BEHAVIORAL PERFORMANCE CHARACTERISTICS**

Please Note: The following are to be rated as Exceeds, Satisfactory, or Below. In order to receive an overall Exceeds rating, employees must be documented with four (4) or more Exceeds on the success criteria listed under the characteristics.

1. Dependability

Success Criteria _____

Satisfactory-

Normally dependable; meets work schedules; fulfills job responsibilities and commitments.

Exceeds-

Extremely dependable, even in dire circumstances; highly conscientious in fulfilling work responsibilities; often takes on extra duties.

2. Attitude and Interpersonal Skills

Success Criteria _____

Satisfactory-

Generally works well with others; normally displays a positive attitude.

Exceeds-

Highly effective in interpersonal relationships; displays positive attitude; and is in control even in difficult situations.

3. Punctuality

Success Criteria _____

Satisfactory-

Normally reports to work on time and adheres to work schedules.

Exceeds-

Observes proper break times, lunch hours, is ready to work at starting time, and leaves at appropriate times.

4. Communications with Public and Co-Workers

Success Criteria _____

Satisfactory-

Displays good communication skills; is effective in working with others.

Exceeds-

Displays excellent communication and telephone skills; displays the ability to effectively communicate with all levels of co-workers and the external customer.

5. Initiative

Success Criteria _____

Satisfactory-

Completes work assignments as required.

Exceeds-

Completes job duties with enthusiasm and exhibits self-motivation in carrying out all assignments with minimal guidance.

6. Teamwork/College Service

Success Criteria _____

Satisfactory-

Assists others as required and participates on a college team or group.

Exceeds-

Exhibits a professional relationship with others and actively serves on more than one (1) team or group (i.e. Christmas Luncheon, tour group, college promotion in the community, etc.).

7. Professional Behavior

Success Criteria _____

Satisfactory-

Maintains confidences; is trustworthy; respects others.

Exceeds-

Exhibits high respect for others; proves to be very trustworthy in keeping matters confidential.

I HAVE REVIEWED JOB DUTIES, PERFORMANCE CHARACTERISTICS AND EXPECTATIONS FOR PERFORMANCE.

EMPLOYEE SIGNATURE/DATE

RATER SIGNATURE/DATE

REVIEWER SIGNATURE/DATE

EMPLOYEE SIGNATURE/DATE

RATER SIGNATURE/DATE

REVIEWER SIGNATURE/DATE

EMPLOYEE SIGNATURE/DATE

RATER SIGNATURE/DATE

REVIEWER SIGNATURE/DATE

**ATTACHMENT FOR OBJECTIVES
(OPTIONAL)**

| | | | |
|---------------|--------------------|---------------------|--------------|
| EMPLOYEE NAME | JOB CLASSIFICATION | JOB DATE | |
| | | FROM _____ TO _____ | ORGANIZATION |
| UNIT | RATER | RATING PERIOD | |

1. OBJECTIVE:

SUCCESS CRITERIA:

2. OBJECTIVE:

SUCCESS CRITERIA:

3. OBJECTIVE:

SUCCESS CRITERIA:

4. OBJECTIVE:

SUCCESS CRITERIA:

5. OBJECTIVE:

SUCCESS CRITERIA:

6. OBJECTIVE:

SUCCESS CRITERIA:

7. OBJECTIVE:

SUCCESS CRITERIA:

EMPLOYEE SIGNATURE/DATE

RATING OFFICIAL SIGNATURE/DATE

REVIEWER SIGNATURE/DATE

