

Gogebic Community College
Employee Strengths and Opportunities Assessment
2018/2019

Employee: _____

Supervisor: _____

Goals & Development:

<p>Of the College's goals for the coming year, what are the goals that pertain to your position and what can you do to help attain those goals?</p>
<p>What attributes do you need to strengthen and what professional development will help you in this process?</p>

Performance Evaluation:

Rating 1-5 5=Outstanding 4=Very Good 3=Good 2=Needs Improvement 1=Unsatisfactory

<p>Knowledge – Applies education, skills and experience with knowledge and skills learned in the position to perform the job competently in regards to the college’s mission.</p>	
<p>Communication – Organizes and expresses ideas and information clearly, using appropriate and effective methods of conveying the information.</p>	
<p>Quality – Completes high quality work according to standards and procedures. Has a strong sense of quality and knows how to achieve it. Continually looks for ways to improve and promote quality leading to improved performance.</p>	

<p>Deals With Change – Ability to adapt to and accept change in the college work environment.</p>	
<p>Judgement – Objectively considers all aspects of an issue, demonstrates sound judgement, identifies problem areas and is able to develop workable solutions. Able to set priorities.</p>	
<p>Ethics – Maintains a high level of character with a professional attitude all the while conforming and promoting the colleges standard of conduct.</p>	
<p>Interpersonal Skills/Customer Service – Is sensitive to the needs, feelings and capabilities of others. Treats co-workers with respect. Knows when it is appropriate to compromise and when to take a stand. Has the ability and willingness to focus on discovering and meeting customer/student needs.</p>	
<p>Teamwork – Works on projects and committees as part of a team exchanging ideas and complimenting the skills of the other members to fulfill the commitment.</p>	
<p>Initiative – Strives for professional growth and improvement, seeking out ways to better themselves and the college. Is responsible, hard-working and self-motivated.</p>	
<p>Courtesy – Respect and politeness for co-workers, supervisors and student/clients. Maintains a professional image.</p>	

Cooperation – Willingness to work with coworkers, supervisors and others.	
Dependability – Responsibility in performing tasks and achieving goals.	
Perseverance – Determined pursuit of task completion when faced with obstacles.	
Attendance – Availability for work, absences, and tardiness.	
Total (70 Points Possible)	

Additional Comments:	
Employee Signature:	Supervisor Signature:
Date:	Date: