



Champlain Regional College

Human Resource Services

PERFORMANCE EVALUATION FORM - PROFESSIONAL PERSONNEL

Name	Title
Period covered	Classification

Professional member's signature
(signifying awareness of the content of this document)

Date

Evaluator's signature

Date

Director General's signature

Date

Evaluation scale: Professional personnel are evaluated according to the following scale, meaning:

4. This performance is considered an exceptional contribution.
3. This performance is above expectations.
2. This performance meets expectations.
1. This performance is below expectations.

Section 1: Critical Performance Indicators and the Job Description

The evaluator will use, as appropriate to the Professional member's job description, some or all of the following critical performance indicators in evaluating the Professional member.

1.1 Planning (ability to define own activities in order to attain institutional and Service objectives)				
Rating:	? 4	? 3	? 2	? 1
Pertinence to job description:	? High	? Low	? N/A	
Comments:				

1.2 Organization (ability to implement necessary measures to reach goals, including Supervision of individuals working with them)				
Rating:	? 4	? 3	? 2	? 1
Pertinence to job description:	? High	? Low	? N/A	
Comments:				

1.3 Project Coordination (ability to take a project from the beginning to completion, including all intermediate steps)				
Rating:	? 4	? 3	? 2	? 1
Pertinence to job description:	? High	? Low	? N/A	
Comments:				

1.4 Professional expertise (existing and potential)
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Rating:	? 4	? 3	? 2	? 1
Pertinence to job description:	? High	? Low	? N/A	
Comments:				

1.5 Leadership (existing and potential)				
Rating:	? 4	? 3	? 2	? 1
Pertinence to job description:	? High	? Low	? N/A	
Comments:				

1.6 Communications (ability to use language to communicate verbally and in writing)				
Rating:	? 4	? 3	? 2	? 1
Pertinence to job description:	? High	? Low	? N/A	
Comments:				

1.7 Human Relations (ability to effectively interact with staff and students)				
Rating:	? 4	? 3	? 2	? 1
Pertinence to job description:	? High	? Low	? N/A	
Comments:				

Section 2: Contribution to Yearly Objectives and Local Priorities

2.1 Objective or Priority 1:
