**Employee Name:** Enter Employee’s Full Name

**Job Title:** Enter Employee’s Job Title

**Date of Performance Review:** Enter Date of Performance Review Completion

**Definitions**

**Outstanding:** Performance is distinguished and far exceeds requirements of the job.

**Exceeds Expectations:** Performance is exceptional and usually exceeds job requirements.

**Meets Expectations:** Meets all job requirements.

**Needs Improvement:** Performance is below the standards and requirements of the job.

**Not Effective:** Performance is well below requirements of the job and is unacceptable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Outstanding** | **Exceeds Expectations** | **Meets Expectations** | **Needs Improvement** | **Not Effective** |
| Manages Learning Lab by providing opportunities for Harper students to meet with volunteer tutors to improve English skills, GED prep, or citizenship test prep |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Supervises volunteer staff for Learning Lab, including scheduling, training, and connecting resources to the needs of clients |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Executes, creates, and plans essential workshops for clients |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Creates action plans for clients and assist clients to gain access to programs and community services |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Collects, documents, and tracks client information in database |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Actively recruits new program participants |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |
| Facilitates partnership meetings to build awareness and make connections |  |  |  |  |  |
| Comments: | Enter Comments Here | | | | |