

A dynamic job description is the basic mechanism of this evaluation system. Effective job descriptions are the transfer mechanism for standards, goals, and results. They act as silent supervisors to inform people of the goals, standards, limits resources, decisions, relationships, and information needed to attain performance.

### Job Description Components

- A. **Position Title:**
- B. **Position Scope:** The span of control.
- C. **Position Accountabilities:** The summary description of accountabilities pertaining to the position. This usually comprises three to five groups of basic accountabilities that comprise 80-90 percent of the time spent by the incumbent doing the job.
- D. **Current Goal Mission:** Statement of quantified goals. Relationship to overall yearly goals. Institutional or unit goals.
- E. **Decision Analysis:** Description of the types and nature of decision authority needed for accountability and goal attainment. Research indicates decision authority is a key motivational tool. When people know authority is equal to accountability.
- F. **Key Relationship Analysis:** Identification of key internal relationships needed for accountability and goal attainment.
- G. **Informational Analysis:** A statement of information required to attain accountabilities and goal(s).

# Standards for Planning and Performance Fiscal Year



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- A. Position Title: \_\_\_\_\_
- B. Position's Supervisor: \_\_\_\_\_
- C. Position's Scope: \_\_\_\_\_
- D. Mission and Goals:
1. Current Mission and Goals
  2. Relationship of Mission and Goals to Supervisor's Mission and Goals
- E. Position's Accountabilities
1. Current Accountabilities
  2. Relationship of Accountabilities to Department's or Division's Mission and Goals
- F. Position's Decision Authority
- G. Position's Key Relationships
- H. Position's Performance Standards
- I. \_\_\_\_\_ Date                      \_\_\_\_\_ Supervisor                      Date
- J. Planned Date of Planning and Performance Appraisal: \_\_\_\_\_

### Performance Appraisal

Employee: \_\_\_\_\_ Position: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Appraisal Date: \_\_\_\_\_

Position Accountabilities	Weight %	Performance Levels			Point Total Weight x Point Total
		Below Potential Competency 0 Points	Clearly Competent 2 Points	Clearly Outstanding 4 Points	
Totals					

#### DEFINITION OF PERFORMANCE LEVELS

**Below Potential Competency:** Employee exhibits an accountability achievement level clearly below previous or anticipated levels. All below performance levels must be substantiated by a critical incident report submitted at the time of occurrence with documentation in the employee’s personnel file and attached for the performance review appraisal.

**Clearly Competent:** Employee exhibits a standard that provides a model for other employees and reflects the clearly competent standards expected of Santa Fe College employees. No additional documentation is required to verify this performance level.

**Clearly Outstanding:** Employee exhibits an achievement level that is an inspirations model for other employees and whose position accountabilities have enhanced the goals, productivity, or reputation of the college. All clearly outstanding achievements must be substantiated by a commendable incident citation submitted at the time of the achievement with documentation in the employee’s personnel file and attached to the performance review appraisal.

By my signature, I acknowledge SECTION 1012.86, FLORIDA STATUTE; the College’s accountability/equity plan has been followed in your annual evaluation session (Vice Presidents, Associate Vice Presidents, Chairpersons and Directors)(If applicable)

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Evaluator’s Signature