



**AMERICAN SAMOA COMMUNITY COLLEGE
STAFF PERFORMANCE EVALUATION FORM
PEPA ILOILO GALUE A TAGATA FAIGALUEGA**

Name _____ Employee ID No. _____ Current GS/Step _____

Position Title _____ Division _____

Supervisor ☐

Professional Staff ☐

Support Staff ☐

Type of for Evaluation ☐ Annual Evaluation
☐ Probationary Evaluation
☐ Special Evaluation

Performance Period _____

Directions: Supervisor and employee will use this form to evaluate the performance of the employee for the period indicated. The rating system below shall be used by the supervisor in rating/ranking performance pertaining to employee's skills, knowledge and abilities in carrying out duties of position for performance period. The five point Likert scale applies:

1-Unsatisfactory *¹, 2 Needs Improvement, 3 Satisfactory, 4 Above Average, 5 Exceptional *²,

This form must be returned to the Office of Human Resources by _(performance evaluation due date)_. If the form is not received by this date, employee rating may default to Satisfactory.

Faatonuga: E faaaoga e le taitai ma le tagata faigaluega lenei pepa e fetu 'una 'i ai le faatinoga o galuega a le tagata galue mo le vaitaimi o loo faailoa atu. O le faatulagaga o loo tuuina atu i lalo e faaaoga e le taitai e faatulaga ai le faatinoga o galuega a le tagata galue e tusa ma ona agavaa, poto ma le tomai e faatino ai ona tiute i le vaitaimi ua atofa.

1 leaga, 2 manaomia se faaleleiga, 3 lelei, 4 sili le lelei, 5 maua'e

E tatau ona toe faafo 'i lenei pepa i le Ofisa o Tagata Faigaluega i le aso ____ (aso faagata o le iloiloga)__. Afai e misia lea aso, e ono faamauina o loo Lelei le togi o le tagata faigaluega.

A. Skills and Job Knowledge

Agavaa ma Tomai i le Galuega

- | | | | | | | | |
|---|---|---|---|---|-----|---|-----|
| 1. Demonstrates proficiency in the skills and knowledge needed to perform essential job duties..... | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>N/A</td></tr></table> | 1 | 2 | 3 | 4 | 5 | N/A |
| 1 | 2 | 3 | 4 | 5 | N/A | | |
| <i>Faaalia le atoa o agavaa ma tomai moomia i le faatinoga o tiute</i> | | | | | | | |
| 2. Supports the mission of the College..... | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>N/A</td></tr></table> | 1 | 2 | 3 | 4 | 5 | N/A |
| 1 | 2 | 3 | 4 | 5 | N/A | | |
| <i>Lagolago le manulauti a le Kolisi</i> | | | | | | | |
| 3. Is self-motivated and take initiative to carry out essential duties | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>N/A</td></tr></table> | 1 | 2 | 3 | 4 | 5 | N/A |
| 1 | 2 | 3 | 4 | 5 | N/A | | |
| <i>E 'augofie ma lē faatonua i le faatinoga o tiute</i> | | | | | | | |
| 4. Completes work load in timely manner to meet standards | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>N/A</td></tr></table> | 1 | 2 | 3 | 4 | 5 | N/A |
| 1 | 2 | 3 | 4 | 5 | N/A | | |
| <i>E mae'a galuega i taimi tonu e tatau ai ina ia ausia tulaga talafeagai</i> | | | | | | | |
| 5. Follows policies and procedures when completing tasks | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>N/A</td></tr></table> | 1 | 2 | 3 | 4 | 5 | N/A |
| 1 | 2 | 3 | 4 | 5 | N/A | | |
| <i>Mulimulita 'i i tulafono ma ālāfua mo le faamae'a ina o galuega</i> | | | | | | | |
| 6. Demonstrates technical skills needed to perform essential tasks | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>N/A</td></tr></table> | 1 | 2 | 3 | 4 | 5 | N/A |
| 1 | 2 | 3 | 4 | 5 | N/A | | |
| <i>Faaalia agavaa faapitoa e moomia e faatino ai galuega</i> | | | | | | | |
| 7. Organized and pay attention to detail when completing job tasks | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>N/A</td></tr></table> | 1 | 2 | 3 | 4 | 5 | N/A |
| 1 | 2 | 3 | 4 | 5 | N/A | | |
| <i>Fuafua tatau ma vaai toto'a i mea uma pe a fai ia mae'a galuega</i> | | | | | | | |
| 8. Adheres to policies when handling confidential information | <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>N/A</td></tr></table> | 1 | 2 | 3 | 4 | 5 | N/A |
| 1 | 2 | 3 | 4 | 5 | N/A | | |
| <i>Usita 'ia tulafono pe a taulimaina faamatalaga malupuipua</i> | | | | | | | |

¹ Action Plan Required

² Career Progression Recommendation

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 9. Accepts ownership and responsibility for job related tasks | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Talia tofiga ma le faia o galuega e tusa ai ma ona tiute</i> | | | | | | |
| 10. Maintains equipment, materials and overall work area | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Vaaia lelei meafaigaluega, meaaogā ma tulaga uma i le vaega o loo galue ai</i> | | | | | | |
| 11. Contributes to Student Learning and assessment for accountability, sustainability, and continuous institutional effectiveness | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Fesoasoani i Aoaoga o Tagata aooga ma iloiloga mo le faamaonia, faaauau tulaga talafeagai a le Aoga.</i> | | | | | | |

Employee agree ☐ or disagree ☐ with above ratings.

Talia e le tagata faigaluega /Lē talia faatulagaga o loo i luga Faamatalaga

Comments: _____ Employee Initial

Manatu Faaali: _____ *Saini na o mataitusi o le igoa o le tagata faigaluega*

B. Teamwork and Interpersonal Skills

Galulue faatasi ma Agavaa tau Va Fealoa'i

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Collaborates with colleagues and others in a positive and constructive manner | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Fegalegalea'i ma le aufaigaluega i tulaga lelei</i> | | | | | | |
| 2. Shows respect and consideration for other team members | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Faaali le faaaloalo ma le manatu i isi tagata galulue</i> | | | | | | |
| 3. Follow instructions and chain of command/protocol | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Mulimulita'i i faatonuga le ala o mea tulaga o galuega?</i> | | | | | | |
| 4. Fosters and maintain a positive working relationship with others | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>U'una'ia ma faaauua le galulue faatasi ma isi</i> | | | | | | |
| 5. Seeks to resolve conflicts, rather than incite them | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Taumafai e fo'ia ae lē faatupua faafitauli.</i> | | | | | | |
| 6. Maintains professional conduct and demonstrate courtesy to others | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Tumau pea le amio solia ma le va fealoai ma isi</i> | | | | | | |
| 7. Works cooperatively in groups and within institutional involvement | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Galue felagolagoma'i i vaega ma mea uma e auai ai le Aoga</i> | | | | | | |
| 8. Is flexible and dependable | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>E fetāla'i ma faamoemoeina</i> | | | | | | |

Employee agree ☐ or disagree ☐ with above ratings.

Talia e le tagata faigaluega /Lē talia faatulagaga o loo i luga

Comments: _____ Employee Initial

Manatu Faaali: _____ *Saini na o mataitusi o le igoa o le tagata faigaluega*

C. Communication Skills and Attitude

Agavaa tau fesootaiga ma Amioga

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Displays a customer-friendly attitude when communication with students, visitors, colleagues, and administrators | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Faaalia amioga tausaaafia pe a fesoota'i ma tagata aooga, tagata asiasi, au faigaluega ma tagata o le taupulega</i> | | | | | | |
| 2. Writes and speaks clearly with co-workers/supervisors | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Tusitusi ma tautala manino i uso a faigaluega/ta'ita'i o galuega</i> | | | | | | |
| 3. Responds to email and written communication in professional manner | 1 | 2 | 3 | 4 | 5 | N/A |
| <i>Tali imeli ma fesootaiga tau tusitusia i tulaga talafeagai</i> | | | | | | |

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 4. Responds to email and written communication in a timely manner
<i>Tali imeli ma fesootaiga tau tusitusia i taimi talafeagai</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Is receptive to constructive criticism to improve job performance
<i>E talia lelei faitioga mo le faaleleia o le tulaga tau galue</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Can effectively communicate policies and procedures when required
to assist others
<i>e mafai ona faamatala tulafono ma ālāfua taugaluega pe a moomia e fesoasoani ai i isi</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Uses appropriate best practices communication to accomplish
job related tasks
<i>E faaogā tataua faiga lelei taufesootaiga e mafai ai ona mae 'a galuega faatino</i> | 1 | 2 | 3 | 4 | 5 | N/A |

Employee agree ☐ or disagree ☐ with above ratings.

Talia e le tagata faigaluega /Lē talia faatulagaga o loo i luga

Comments: _____ Employee Initial

Manatu Faaali: _____ Saini na o mataitusi o le igoa o le tagata faigaluega

D. Personal Qualities and Dependability *Aga faaletagata ma faamoemoeina*

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Effectively carries out job responsibilities
<i>Tulaga lelei le faatinoga o galuega</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Effectively completes other assigned job related tasks
<i>Tulaga lelei le faamae 'aina o galuega ua tuu iai e fai</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Attends required college functions (i.e. graduation, in-service, ceremonies, etc).....
<i>Auai i mea fai a le kolisi e pei o faauuga, aoaoga faalotoifale ma isi</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Actively participates on assigned institutional committees
<i>To'aga i komiti a le Kolisi ua tofia e 'auai ai</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Participates in professional development activities
<i>'Auai i aoaoga mo le alualu i luma o le silafia</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Reaches professional development goals
<i>'Ausia autu mo le alualu i luma o le silafia</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Uses professional development activities to improve job performance
<i>Faaogā aoaoga mo le alualu i luma o le silafia e faaleleia ai le galue</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. Maintains current, appropriate certifications
<i>Tausia le lelei ma le talafeagai o tusi pasi</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. Reports to work regularly and on time
<i>Ripoti mai i le galuega ma amata i le taimi e tataua ai</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 10. Follows proper procedures when reporting off
<i>Mulimuli i ālāfua ua iai pe a ripoti mai e lē faigaluega</i> | 1 | 2 | 3 | 4 | 5 | N/A |
| 11. _____ Foll
ows proper procedures when traveling on job related matters
<i>Mulimuli i ālāfua ua iai pe a malaga i luga o mataupu tau le galuega</i> | 1 | 2 | 3 | 4 | 5 | N/A |

Employee agree ☐ or disagree ☐ with above ratings.

Talia e le tagata faigaluega /Lē talia faatulagaga o loo i luga

Comments: _____ Employee Initial

Manatu Faaali: _____ Saini na o mataitusi o le igoa o le tagata faigaluega

Action Plan (i.e Professional Development, Training etc.) for Next Performance Period to meet Divisional Outcomes

Action Plan (i.e Professional Development, Training etc.) for Next Performance Period to meet Institutional Outcomes

Employee Review

- ☐ I am in agreement with performance evaluation
Ua ou talia le faatulagaga
- ☐ I disagree with performance evaluation as noted.
‘Ou te lē taliaina le faatulagaga

Comments

Manatu Faaali

Supervisor Review

- ☐ I am in agreement with performance evaluation
Ua ou talia le faatulagaga
- ☐ I disagree with performance evaluation as noted.
‘Ou te lē taliaina le faatulagaga

Comments

Manatu Faaali

Eligible for Next Step Increment Yes ☐ No ☐ Not Applicable ☐

Agavaa mo le isi siitaga o le totogi **Ioe** **Leai** E lē talafeagai

Signatures: 1. _____ Date _____ 2. _____ Date _____
Supervisor Employee

Reviewed by: 3. _____ Date _____ 4. _____ Date _____
Vice President/Dean/Director/Officer Human Resources Officer