

# EMPLOYEE WORK PROFILE

## PERFORMANCE EVALUATION

Parts V, VI, VII, VIII, and IX are written or reviewed by the supervisor and discussed with the employee at the end of the evaluation cycle.

The following pages are printed separate from the remainder of the EWP because they contain confidential employee information.

### PART V – Employee/Position Identification Information

<b>30. Position Number:</b>	<b>31. Agency Name &amp; Code; Division/Department:</b> Southwest Virginia Community College, 294,
<b>32. Employee Name:</b>	<b>33. Employee ID Number:</b> 00-

### PART VI – Performance Evaluation

<b>34. Core Responsibilities - Rating Earned</b>	<b>35. Core Responsibilities - Comments on Results Achieved</b>
<b>A.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<b>B.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<b>C.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<b>D.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<b>E.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<b>F.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	

36. Special Assignments - Rating Earned	37. Special Assignments - Comments on Results Achieved
<b>G.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	Complete yearly mandatory training: Security awareness training, Preventing Workplace Violence, and Terrorism Security Awareness.
<b>H.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.

38. Agency/Department Objectives - Rating Earned	39. Agency/Department Objectives - Comments on Results Achieved
<b>I.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<b>J.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<b>K.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<b>L.</b> <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	

**40. Other significant results for the performance cycle:**

## Part VII - Employee Development Results

### 41. Year-end Learning Accomplishments:

## Part VIII - Overall Results Assessment and Rating Earned

An employee receiving an overall rating of "**Below Contributor**" must have received at least one **Notice of Improvement Needed/Substandard Performance** form during the performance cycle.

An employee who earns an overall rating of "Below Contributor" must be reviewed again within three months.

An employee receiving an overall rating of "**Extraordinary Contributor**" must have received at least one **Acknowledgment of Extraordinary Contribution** form during the performance cycle. However, the receipt of an Acknowledgment of Extraordinary Contribution form does not guarantee an overall performance rating of "Extraordinary Contributor" for that performance cycle.

### 42. Overall Rating Earned

- Extraordinary Contributor
- Contributor
- Below Contributor

**Part IX - Review of Performance Evaluation**

<b>43. Supervisor's Comments:</b>	<hr/> <i>Signature</i> <hr/> <i>Print Name</i>	<b>Date:</b>
<b>44. Reviewer's Comments:</b>	<hr/> <i>Signature</i> <hr/> <i>Print Name</i>	<b>Date:</b>
<b>45. Employee's Comments:</b>	<hr/> <i>Signature</i> <hr/> <i>Print Name</i>	<b>Date:</b>

# EMPLOYEE WORK PROFILE

## AGENCY OPTIONAL SECTIONS

### Confidentiality Statement:

I acknowledge and understand that I may have access to confidential information regarding employees, students, patients, inmates, and/or the public. In addition, I acknowledge and understand that I may have access to proprietary or other confidential information/ business information belonging to Southwest Virginia Community College. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Southwest Virginia Community College;
- Disclose to any other person, or allow any other person access to, any information related to Southwest Virginia Community College that is proprietary or confidential and/or pertains to employees, students, patients, inmates, and/or the public. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Southwest Virginia Community College and its employees, students, patients, inmates, and/or public, staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Southwest Virginia Community College may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action, up to and including, my termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Annual Activity Requirements:	Current? Yes	If so, date completed?	No	N/A
Required In-Service or other training	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Valid Licensure/Certification/Registration	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Security Awareness Training (MOAT or other security program used by SWCC)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Preventing Workplace Violence	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Terrorism Security Awareness	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

### Essential Job Requirements (Indicate by each E = Essential, M = marginal, or N/A)

#### Physical Demands and Activities:

_____ Light lifting <20 lbs.	Standing _____	Sitting _____	Bending _____
_____ Moderate lifting 20-50 lbs.	Lifting _____	Walking _____	Climbing _____
_____ Heavy lifting >50 lbs.	Reaching _____	Repetitive motion _____	
_____ Pushing/pulling	Other _____		

#### Emotional Demands:

_____ Fast pace _____ Avg. pace
_____ Multiple priorities
_____ Intense customer interaction
_____ Multiple stimuli
_____ Frequent change

#### Mental/Sensory Demands:

Memory _____	Reasoning _____	Hearing _____
Reading _____	Analyzing _____	Logic _____
	Verbal communication _____	
	Written communication _____	
Other _____		