

Ocean County College, Toms River, NJ

PERSONNEL  
ATHLETICS  
All Coaches and Assistant Coaches  
Performance Evaluation #3127

POLICY

The performance of all employees cited above shall be evaluated annually at the end of each athletic season and at such additional times as determined by the appropriate supervisor. Performance evaluations shall be used for employment-related decisions.

Wherein the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of the collective bargaining agreement shall take precedence.

ADOPTED: May 4, 2004

## PROCEDURE

Performance shall be summarized not less than annually at the end of each athletic season on the appropriate formal evaluation forms; *Performance Evaluation – Athletic Coach*, Form #3127-1 and *Performance Evaluation – Assistant Athletic Coach*, Form #3127-2.

Formal evaluation forms, however, may be completed as often as it is deemed appropriate by a supervisor in order to improve the performance of an employee.

Official Evaluation Forms are maintained on the college web site and may be accessed by the Director of Athletics, as needed. Official Evaluation Forms are also available through the Human Resources Department.

**Evaluation Conference:** Supervisors shall meet individually with each employee under his/her supervision for the purpose of discussing the completed evaluation. Supervisors shall provide a completed copy of the evaluation form to the employee at such conference(s). Supervisors should be prepared to explain the reasons for his/her evaluation assessments. Supervisors should use this opportunity to establish recommendations for improvement for each employee for the subsequent evaluation cycle. The employee shall be provided an opportunity to write comments on the evaluation form. At the conclusion of the evaluation conference, the completed evaluation form and attachments shall be signed and dated by the supervisor and the employee.

**Signatures:** Signatures on evaluation forms only mean that the parties have seen the completed form and have had an opportunity to meet and discuss the completed form. Signing an evaluation form does not mean agreement or approval of its contents. In the event an employee refuses to sign, the supervisor shall note on the form "Employee refuses to sign." The evaluation form shall then be forwarded in accordance with the procedures set forth below.

**Recommendation for Improvement:** Supervisors should write recommendations for improvement for all areas of performance, which are not satisfactory or acceptable. Such recommendations shall be specific. Recommendation shall be limited to what can be reasonable expected of an employee to accomplish in the subsequent evaluation cycle. Each supervisor should understand that it is his/her responsibility to document the resources and/or training provided to the employee to accomplish the recommendations(s) during the subsequent evaluation cycle. The subsequent evaluation form should reflect the outcome of the employee's efforts to achieve what has been recommended and the supervisor's efforts to help the employee succeed.

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Performance Evaluations #3127

Evaluation Disputes: In the event an employee disputes the comments, assessments, or recommendations of the supervisor, the employee may write a rebuttal to the evaluation. This evaluation rebuttal shall be signed and dated by the employee and transmitted to the Vice President of Human Resources for attachment to the formal evaluation form. Evaluation rebuttals shall be transmitted not later than fifteen (15) days following receipt to the evaluation by the employee. Employees should understand that such rebuttal statement will be copied to his/her supervisor.

Transmission of Completed Forms: The Director of Athletics shall transmit the original copy of all completed performance evaluation forms to his/her area Vice President promptly. The Area Vice President shall read and initial each evaluation for his/her area and shall communicate with supervisors regarding completed evaluations. Upon completion of this review the Area Vice President shall confidentially transmit all evaluations for his/her area to the Vice President of Human Resources. The Vice President of Human Resources shall be responsible for having the original copy of each evaluation form filed in the appropriate personnel file.

Disposition of Evaluation Material: Performance Evaluation Forms and all attachments shall not be removed from an individual's Personnel file

Evaluation Instruments: Copies of the current evaluation instruments are attached hereto. Changes to the evaluation instruments shall be accomplished through a committee process, wherein representatives of the effected classification have an opportunity for involvement. All changes to evaluation instruments shall be subject to approval the President and the Board of Trustees prior to utilization.

Wherein the specifics of this procedure are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of the collective bargaining agreement shall take precedence.

Adopted: May 20, 2004



**Performance Evaluation –Athletic Coach  
Form # 3127-1**

Identification Label or:	
Name: _____	Job Title: _____
Department: _____	Supervisor: _____
Evaluation Period From: _____ to _____	
Evaluation Completed by: _____Self _____Athletic Trainer _____Director of Athletics	

**Instructions:** Place an check mark in the appropriate space for each rating category that you think best describes how effectively the employee accomplished the function during the specified rating period. E=Excellent G=Good S=Satisfactory NI=Needs Improvement U=Unsatisfactory (Provide an explanation for each item rated NI or U.

**Responsibilities Between Seasons (based on availability):**

- Updates knowledge of sport through attendance at courses, clinics, or workshops \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Assists student athletes in their adjustment to Ocean County College \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Directs student to appropriate offices for assistance or tutoring \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Familiar with NJCAA Eligibility rules, GSAC & Region rules and playing procedures \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Reviews department handbook, policies and other pertinent college publications \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Participates in appropriate college community events and affairs \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U

**Pre-season Responsibilities:**

- Reviews eligibility rules and department procedures with team members \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Requires team attendance at department workshops \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Evaluates current personnel and applies new or difference concepts where necessary \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Makes leadership decisions regarding the conduct of the team, including selection of personnel on roster \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Conducts meaningful daily practice sessions to provide a sound educational framework \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Uses appropriate, physiologically sound conditioning techniques and guidance \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Provides necessary lead time for team pictures, eligibility check, physical exams, Game/practice uniforms, etc. \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Exhibits flexibility and cooperation with other staff members \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U
- Accepts the administrative framework within which OCC 's Intercollegiate Athletic program is conducted \_\_ E \_\_ G \_\_ S \_\_ NI \_\_ U

**Responsibilities During the Season:**

- Seeks to achieve optimum player readiness prior to each scheduled contest \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Maintains team control and initiates appropriate disciplinary procedures \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Maintains proper team records and statistics \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Exhibits reasonable and prudent conduct in preventing/handling accidents/injuries \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Follows advice of physician/trainer regarding participation of injured athletes \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Files required conference, regional and national reports \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Achieves maximum publicity through appropriate news media & college resources \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Follows college policies regarding transportation and logistical issues \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Exhibits professional conduct during events \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Demonstrates positive ability to react to changing contest situations \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Establishes detailed pre and post event procedures \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Promptly submits accurate financial statements \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Fields a team that appears well organized, trained, and disciplined \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Presents a positive image of Ocean County College to the college community and the general public \_\_ E \_\_G \_\_S \_\_NI \_\_U

**Post-season Responsibilities:**

- Completes self-evaluation promptly \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Analyzes season results and makes tentative plans for the following season \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Maintains contact with returning players to provide educational guidance \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Establishes, fosters, and maintains sound working relationships with area High School coaches \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Is accessible to the parents of current and prospective athletes \_\_ E \_\_G \_\_S \_\_NI \_\_U
- Promptly completes *End of Season Report*, including accurate equipment inventory, list of letter winners, identification of future needs, and budget requests \_\_ E \_\_G \_\_S \_\_NI \_\_U

**Comments & Suggestions for Improvement (provide an explanation for each item ranked NI or U):**

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**Overall Evaluation:**

\_\_\_\_ Excellent \_\_\_\_ Good \_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement \_\_\_\_ Unsatisfactory

**Evaluator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*To Be Completed by the Director of Athletics:*

Contract Recommendation: \_\_\_\_ Renew Contract for Next Season \_\_\_\_ Do **Not** Renew Contract for Next Season

**Director of Athletics:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Comments:** (Optional)

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(add pages, if necessary)

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Note: Your signature indicates that you have read and discussed the evaluation with your supervisor.)

Copies: Original to be placed in the Employee's Personnel File  
Employee  
Supervisor



Performance Evaluation
Assistant Athletic Coach
Form # 3127-2

Identification Label or:
Name: \_\_\_\_\_ Job Title: \_\_\_\_\_
Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_
Evaluation Period From: \_\_\_\_\_ to \_\_\_\_\_
Evaluation Completed By: \_\_\_Self \_\_\_Athletic Trainer \_\_\_Director of Athletics

Instructions: Place an check mark in the appropriate space for each rating category that you think best describes how effectively the employee accomplished the function during the specified rating period. E=Excellent G=Good S=Satisfactory NI=Needs Improvement U=Unsatisfactory (Provide an explanation for each item rated NI or U.

Pre-season Responsibilities:

Ability to organize and plan for the upcoming season, assisting the Head Coach \_\_\_ E \_\_\_ G \_\_\_ S \_\_\_ NI \_\_\_ U

Responsibilities During the Season:

Knowledge of sport \_\_\_ E \_\_\_ G \_\_\_ S \_\_\_ NI \_\_\_ U

Ability to communicate properly with athletes \_\_\_ E \_\_\_ G \_\_\_ S \_\_\_ NI \_\_\_ U

Maintains proper team records and statistics \_\_\_ E \_\_\_ G \_\_\_ S \_\_\_ NI \_\_\_ U

Ability to handle team responsibly in the absence of Head Coach \_\_\_ E \_\_\_ G \_\_\_ S \_\_\_ NI \_\_\_ U

Presents a positive image of Ocean County College to the college community and the general public \_\_\_ E \_\_\_ G \_\_\_ S \_\_\_ NI \_\_\_ U

Post-season Responsibilities:

Ability to recruit \_\_\_ E \_\_\_ G \_\_\_ S \_\_\_ NI \_\_\_ U

Ability to assist Head Coach with analysis of season and recommendations for the following season \_\_\_ E \_\_\_ G \_\_\_ S \_\_\_ NI \_\_\_ U

Updates sport knowledge through attendance at clinics \_\_\_ E \_\_\_ G \_\_\_ S \_\_\_ NI \_\_\_ U

Cooperates and assists Head Coach at all times \_\_\_ E \_\_\_ G \_\_\_ S \_\_\_ NI \_\_\_ U

Represents OCC in a positive manner \_\_\_ E \_\_\_ G \_\_\_ S \_\_\_ NI \_\_\_ U

**Comments & Suggestions for Improvement (provide an explanation for each item ranked NI or U):**

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**Overall Evaluation:**

Excellent  Good  Satisfactory  Needs Improvement  Unsatisfactory

**Evaluator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*To be Completed by the Director of Athletics:*

Contract Recommendation:  Renew Contract for Next Season  Do **Not** Renew Contract for Next Season

**Director of Athletics:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Comments:** (Optional)

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(add pages, if necessary)

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Note: Your signature indicates that you have read and discussed the evaluation with your supervisor.)

Copies: Original to be placed in the Employee's Personnel File  
Employee  
Supervisor