

Employee Name: _____ Date: _____

Title of Position: _____

Position Overview: [Brief, from Job Description]

Hartnell College Vision Statement

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the intellectual, cultural, and economic vitality of our region and the global community.

Hartnell College Mission Statement

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement, and success.

Hartnell College Values

- **Students First**
We believe the first question that should be asked when making decisions is "What impact will the decision have on student access, learning, development, achievement, and success?"
- **Academic and Service Excellence**
We commit to excellence in teaching and student services that develop the intellectual, personal, and social

Major Areas of Responsibility: [Supervisor: list 5-8 major areas, consistent with job description, but not intended to duplicate job description One example given.]

[Example: Responsible to coordinate and produce student and community events

- C. 1. _____
2. _____
3. _____

GOALS:

- D. 1. _____
2. _____
3. _____

GOALS:

Employee Signature: _____ Date: _____

Supervisor Signature _____ Date: _____

Next Review of Work Plan and Progress: _____