

Employee Name:	Title:	<input type="checkbox"/> Self Assessment <input type="checkbox"/> Supervisor Assessment
Supervisor:	Date of Assessment:	

EVALUATION TYPE: Annual End of Probation

INSTRUCTIONS: Using the descriptions below, check the boxes that best describe the employee's demonstrated performance. Provide supporting comments and examples in the space provided or attach additional pages.

PERFORMANCE MEASURE DESCRIPTIONS

Developing	Needs Improvement	Meets Standards	Successful	Outstanding
This individual is learning and developing new skills or may be new to the job and is moving in a positive direction toward full performance.	This individual rarely meets the performance expectations for this performance measure. The individual <i>seldom/occasionally</i> performs the expected tasks and demonstrated behaviors. Cannot be relied upon to perform these tasks without direct supervision.	This individual frequently and generally meets the performance expectations for this performance measure. The individual performs the tasks and demonstrates the expected behavior in <i>most</i> situations.	This individual consistently meets the performance expectations for this performance measure. The individual can be depended upon to perform the tasks and demonstrates the expected behavior under <i>all reasonable</i> circumstances.	This individual has <i>exceeded</i> the performance expectations for this performance measure. The individual's job achievements have added <i>significant</i> value to the goals of their team, department, and/or organization.

JOB INVOLVEMENT: Skills, knowledge and ability applicable to assigned work (methods, procedures, techniques, safe use of equipment, department functions, etc.)	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
Demonstrates an understanding of appropriate department and job knowledge in performing assigned work					
Contributes positive ideas on assigned work					
Demonstrates knowledge of the procedures, policies and regulations related to the job					

Supporting comments and/or examples: _____

QUALITY OF WORK: Accuracy, Thoroughness, Productivity	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
Performs to agreed-upon work standards and follows established policies, procedures and guidelines					
Performs accurate and thorough work; regularly checks and corrects own work					
Uses time at work efficiently and effectively					

Supporting comments and/or examples: _____

INITIATIVE	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
Determining what needs to be done to accomplish job responsibilities and completing tasks					
Seeks out appropriate work, resources and/or assistance on own when workload is slow, or help is needed					
Completes work with minimal supervision; begins and completes work requirements without prompting					
Demonstrates ability to solve problems; suggests new and reviewed work processes and procedures					

Supporting comments and/or examples: _____

<u>PLANNING & ORGANIZATION</u> Meeting deadlines, prioritization skills, time management	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
Demonstrates ability to organize and complete work effectively and efficiently.					
Demonstrates ability to prioritize and use available resources.					
Demonstrates ability to foresee impact of decisions or actions on others.					

Supporting comments and/or examples: _____

<u>ADAPTABILITY</u> Responsiveness to changing conditions and requirements	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
Readily adjusts to new ideas and situations; adapts to changing assignments and performance expectations.					
Demonstrates flexibility in carrying out job responsibilities and assignments.					
Demonstrates willingness and ability to learn new things.					

Supporting comments and/or examples: _____

<u>DEPENDABILITY/RELIABILITY</u> Attendance, conscientiousness, follow-through and meeting commitments	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
Maintains regular attendance; requests and receives appropriate authorization for absences.					
Reports to work on time and as scheduled; takes appropriate rest and meal breaks; does not leave work without authorization.					
Follows through on appointments and commitments and provides early notification to appropriate personnel of unanticipated delays or changes in deadlines.					

Supporting comments and/or examples: _____

INTERPERSONAL RELATIONSHIPS	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
Cooperation, teamwork, tact, courtesy, respect for diversity and the viewpoints of others					
Works well with others; demonstrates willingness to assist and enlist the help of others as needed to work toward common goals.					
Demonstrates courtesy and respect for co-workers, students, and staff in other departments.					
Demonstrates ability to resolve conflict constructively and is receptive to constructive criticism.					

Supporting comments and/or examples: _____

PERFORMANCE SUMMARY:

Overall Areas of Performance Strengths or Accomplishments:

Opportunities for Improvement:

Job related Goals for the upcoming year:

This is to certify that this assessment has been discussed with me. I understand that my signature does not necessarily indicate agreement; but that I have participated in the discussion and have read and understood the evaluation's content.

 Employee Signature Date

 Supervisor Signature Date

NAME:	SUPERVISOR:
JOB TITLE:	EMPLOYMENT STATUS:
PERIOD OF REVIEW:	DATE:
TYPE OF EVALUATION:	

Purpose: This performance evaluation is designed to measure the job performance of staff employees during the designated period of review. It should also provide an opportunity for the employee and supervisor to discuss development and training for the improvement of current job performance or to prepare the employee for additional responsibilities.

Instruction: Check the box adjacent to the appropriate number which most closely describes the individual's performance, (5 = excellent, 1 = unacceptable). There should be good reasons for checking 1, 2, 4, or 5. Please provide written comments for each factor, if appropriate.

Part 1

<p>1. Job Knowledge—knowledge of job functions and related information. <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Comments:</p>
<p>2. Job Involvement—keeps aware of changes in technical requirements or the work environment. <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Comments:</p>
<p>3. Job Involvement—participates constructively in job related problem solving. <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Comments:</p>
<p>4. Job Involvement—contributes positive ideas on assigned work. <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Comments:</p>
<p>5. Quality of Work—thoroughness, neatness, accuracy. <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Comments:</p>
<p>6. Quantity of Work—productivity, consistency, initiative. <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Comments:</p>

7. Dependability—starts and completes tasks with minimal supervision.
 5 4 3 2 1
Comments:

8. Judgment—consistently exhibits good judgment.
 5 4 3 2 1
Comments:

9. Relationships—with supervisors.
 5 4 3 2 1
Comments:

10. Relationships—coworkers.
 5 4 3 2 1
Comments:

11. Relationships—public.
 5 4 3 2 1
Comments:

12. Attendance—consistently good attendance.
 5 4 3 2 1
Comments:

13. Punctuality—consistently on time.
 5 4 3 2 1
Comments:

14. Work Habits—demonstrates safe work habits.
 5 4 3 2 1
Comments:

Total Points:

Average Points Awarded [Total Points ÷ 14] =

Part 2

List any significant strengths or accomplishments of this employee during this review period.

List any areas requiring improvements which were discussed during the evaluation interview.

List any special work plans and job related goals which were discussed with employee for the coming year.

Comment on employee's areas of job or career interest (current or future) which were discussed with employee, and discussion of college resources which might be available.

Employee Comments: (Optional)

Employee's Signature & Date

Supervisor's Signature & Date