

## PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES

<b>Evaluation Status:</b>	
_____ 3 month probationary	
_____ 5 month probationary	
_____ Annual	
_____ (year)	
_____ Other	

Name \_\_\_\_\_ Grade \_\_\_\_\_

State Title \_\_\_\_\_

Working Title \_\_\_\_\_

Department \_\_\_\_\_

Anniversary Date in College Service \_\_\_\_\_

Anniversary Date in Working Title \_\_\_\_\_

**PART A.**

DEFINITIONS FOR RATING TO BE APPLIED			
<b>SUPERIOR:</b>	Accomplished all goals or performed all tasks and excels in a substantial manner.	<b>FAIR:</b>	Below average performance but improving and potentially acceptable.
<b>ABOVE STANDARD:</b>	Performs all tasks above departmental standards	<b>UNSATISFACTORY:</b>	Many goals unrealized or many tasks not performed.
<b>GOOD:</b>	Average performance; meets departmental standards	<b>NOT APPLICABLE:</b>	Not applicable to job
<i>Specific examples must be cited in the space provided for comments</i>			

	SUPERIOR	ABOVE STANDARD	GOOD	FAIR	UNSATISFACTORY	NOT APPLICABLE
<b>A.1. QUALITY AND QUANTITY OF WORK</b>						
A. Demonstrates knowledge of job						
B. Amount of work accomplished						
C. Performs work with accuracy						
D. Work is neat and presentable						
E. Work is thorough						
F. Organizes work appropriately						

Supervisor's Comments:
Employee's Comments:

		SUPERIOR	ABOVE STANDARD	GOOD	FAIR	UNSATISFACTORY	NOT APPLICABLE
A.2.	<b>WORK HABITS</b>						
A.	Is regular in attendance at work						
B.	Observes established working hours						
C.	Completes work on time						
D.	Demonstrates ability to work without immediate supervision						
E.	Complies with departmental and College policies						
F.	Complies with instructions, rules and regulations, including health and safety precautions						

Supervisor's Comments:
Employee's Comments:

		SUPERIOR	ABOVE STANDARD	GOOD	FAIR	UNSATISFACTORY	NOT APPLICABLE
A.3.	<b>WORK ATTITUDES</b>						
A.	Endeavors to improve work techniques						
B.	Accepts new ideas and procedures						
C.	Accepts constructive criticism and suggestions						
D.	Accepts responsibility						
E.	Exercises judgement						
F.	Adapts to emergency situations						

Supervisor's Comments:
Employee's Comments:

		SUPERIOR	ABOVE STANDARD	GOOD	FAIR	UNSATISFACTORY	NOT APPLICABLE
A.4.	RELATIONSHIPS WITH OTHERS						
A.	Works well with co-workers						
B.	Works well with public						
C.	Cooperates with supervisors and other staff members						
D.	Observes established channels of communication						

Supervisor's Comments:
Employee's Comments:

		SUPERIOR	ABOVE STANDARD	GOOD	FAIR	UNSATISFACTORY	NOT APPLICABLE
A.5.	SUPERVISORY ABILITY (where applicable)						
A.	Demonstrates leadership ability						
B.	Makes timely decisions						
C.	Is fair and impartial in relationships with subordinates						
D.	Trains and instructs subordinates						
E	Maintains acceptable performance standards among subordinates						

Supervisor's Comments:
Employee's Comments:

PART B.

COMMENTS OF DEPARTMENTAL SUPERVISOR WHO PERFORMED THIS EVALUATION:

Recommendation:	
<input type="checkbox"/>	Retention
<input type="checkbox"/>	Dismissal
<input type="checkbox"/>	No Action Required
<input type="checkbox"/>	Other _____

\_\_\_\_\_  
*Signature and Title of Department Supervisor*

\_\_\_\_\_  
*Date*



COMMENTS OF EMPLOYEE:

\_\_\_\_\_  
*Date of Discussion with Supervisor*

\_\_\_\_\_  
*Signature of Employee*  
*(Does not imply agreement or disagreement with evaluation)*

