

APPENDIX G
PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES

Evaluation Status:
___ 3 month probationary
___ 6 month probationary
___ Annual _____ (year)
___ Other _____

Name _____ Grade _____

State Title _____

Working Title _____

Department _____

Anniversary Date in College Service _____

PART A.

Anniversary Date in Working Title _____

DEFINITION FOR RATING TO BE APPLIED:	
<p>COMMENDABLE: Accomplished all goals or performed all tasks and excels in a substantial manner.</p> <p>ABOVE STANDARD: Performs all tasks above departmental standards;</p> <p>COMPETENT: Average performance; meets departmental standards.</p>	<p>NEEDS IMPROVEMENT: Below average performance but improving and potentially acceptable.</p> <p>UNACCEPTABLE: Many goals unrealized or many tasks not performed.</p> <p>NOT APPLICABLE: Not applicable to job.</p> <p style="text-align: center;"><i>Specific examples must be cited in the space provided for comments.</i></p>

		COMMENDABLE	ABOVE STANDARD	COMPETENT	NEEDS IMPROVEMENT	UNACCEPTABLE	NOT APPLICABLE
A.1.	<u>QUALITY AND QUANTITY OF WORK:</u>						
A.	Demonstrates knowledge of job						
B.	Performs work with accuracy						
C.	Work is neat and presentable						
D.	Work is thorough						
E.	Organizes work appropriately						
F.	Appropriate amount of work accomplished						

Supervisor's Comments:
Employee's Comments:

APPENDIX G (CON'T)

		COMMENDABLE	ABOVE STANDARD	COMPETENT	NEEDS IMPROVEMENT	UNACCEPTABLE	NOT APPLICABLE
<u>A.2.</u>	<u>WORK HABITS</u>						
A.	Is regular in attendance at work						
B.	Observes established working hours						
C.	Completes work on time						
D.	Demonstrates the 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:							

<u>A.3.</u>	<u>WORK ATTITUDES</u>						
A.	Endeavors to improve work techniques						
B.	Accepts new ideas and procedures						
C.	Accepts constructive criticism and suggestions						
D.	Accepts responsibility						
E.	Exercises Judgment						
F.	Adapts to emergency situations						
Supervisor's Comments:							
Employee's Comments:							

APPENDIX G (CON'T)

		COMMENDABLE	ABOVE STANDARD	COMPETENT	NEEDS IMPROVEMENT	UNACCEPTABLE	NOT APPLICABLE
<u>A.4.</u>	<u>RELATIONSHIPS WITH OTHERS</u>						
A.	Works well with co-workers						
B.	Works well with the public						
C.	Cooperates with supervisors and other staff members						
D.	Observes established channels of communication						

Supervisor's Comments:	
Employee's Comments:	

<u>A.5.</u>	<u>SUPERVISORY ABILITY (where applicable):</u>						
A.	Demonstrates leadership ability						
B.	Makes timely decisions						
C.	Is fair and impartial in relationship with subordinates						
D.	Trains and instructs subordinates						
E.	Maintains acceptable performance standards among employees						

Supervisor's Comments:	
Employee's Comments:	

APPENDIX G (CON'T)

Part B.

COMMENTS OF DEPARTMENTAL SUPERVISOR WHO PERFORMED THIS EVALUATION

Probationary 3 month & 6 month Evaluation

Recommendation: <input type="checkbox"/> Retention <input type="checkbox"/> Dismissal
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Annual or Other Evaluation

Recommendation: <input type="checkbox"/> No Action Required <input type="checkbox"/> Other (Explain/Specify)

Signature and Title of Departmental Supervisor *Date*

COMMENTS OF EMPLOYEE:

Date of discussion with Supervisor *Signature of Employee (Does not imply Agreement or Disagreement with Evaluation)*

APPENDIX G (CON'T)

Part C.

COMMENTS OF INTERMEDIATE SUPERVISOR AND/OR PERSONNEL OFFICER WHO REVIEWED THIS EVALUATION:

Probationary 3 month & 6 month Evaluation

<p>Recommendation:</p> <p><input type="checkbox"/> Retention</p> <p><input type="checkbox"/> Dismissal</p>

Annual or Other Evaluation

<p>Recommendation:</p> <p><input type="checkbox"/> No Action Required</p> <p><input type="checkbox"/> Other (Explain/Specify)</p>
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Signature

Date

COMMENTS OF EMPLOYEE:

Date

Signature of Employee (Does not imply Agreement or Disagreement with Evaluation)