



<b>Classification:</b> PT/FT :	<b>Work Location:</b> Permanent/ Probation:	<b>Start Date:</b> Evaluation Period: From: To:
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**Performance Evaluation Philosophy**

The performance evaluation report is an aid for employees to achieve and maintain high levels of work performance. It is designed as a communication and counseling tool through which employees and their supervisors can formally discuss job performance and can jointly establish performance goals. Informal discussions between the employee and supervisor should be taking place throughout the year.

**INSTRUCTIONS**

1. Complete employee/evaluation information in the Top HEADER section above
2. Complete FEEDBACK TABLES with ratings and supporting comments for Sections A, B, and C below
3. Attach any additional notes or documentation you refer to in comment sections (reformatting will occur automatically)
4. Meet with the employee to provide and discuss the evaluation
5. Sign and have employee sign the acknowledgement of receipt in Section D
6. Send the original evaluation to Human Resources

<b>RATING STANDARDS</b>	
5 = Outstanding	Work performance is marked by exceptional levels of performance above the rating exceeds standards. Written comments must be made to support this rating.
4 = Exceeds Standards	Work performance exceeds the required standards of performance in the specific area being evaluated. Written comments must be made to support this rating
3 = Meets Standards	Work performance fully satisfies the required standards of performance in the specific area being evaluated.
2 = Needs to Improve	Employee needs to improve to meet the required performance standards in the area being evaluated. Written comments must accompany individual ratings of needs to improve. An overall needs to improve <u>must</u> be supported with documentation. The work performance is expected to become fully satisfactory and the supervisor, in consultation with the unit member, shall prepare an improvement plan to be in effect no longer than six months at which time he/she will be reevaluated.
1 = Unsatisfactory	Performance is below the required standards for the area being evaluated. The employee has failed to adequately improve in the areas previously rated "Needs To Improve" and/or has failed to adhere to the plan for improvement. Continuation of unsatisfactory performance shall require disciplinary action (suspension, demotion, or dismissal).
N/A = Not Applicable	Performance is not expected or evaluated
<b>Meets Standards Administratively</b>	When the employee has been previously rated "Needs To Improve" and no follow-up rating is submitted at the end of the six (6) month improvement plan period, the unit member is assumed to meet standards.



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### A) PERFORMANCE OF ESSENTIAL JOB DUTIES

- Provide your numerical ratings from 1-5 on FEEDBACK TABLE A based on the following rating standards.
- Use N/A only if the employee does not perform task.

<b>FEEDBACK TABLE A - Essential Duties (See Evaluation Factors on previous page)</b>		N/A	1	2	3	4	5
1	Job Duty: Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>					
2	Job Duty: Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>					
3	Job Duty: Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>					
4	Job Duty: Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>					
5	Job Duty: Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>					
6	Job Duty: Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>					
7	Job Duty: Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>					
8	Job Duty: Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>					
9	Job Duty: Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>					
10	Job Duty: Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>					
11	Job Duty: Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>					



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## B) WORK CHARACTERISTICS

- Provide your numerical ratings from 1-5 on FEEDBACK TABLE B based on the first page RATING STANDARDS
- Use the following factors to guide your ratings below for each characteristic.

WORK CHARACTERISTIC	RATING FACTORS	
Quality of Work	<ul style="list-style-type: none"> <li>• Accuracy</li> <li>• Thoroughness and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Skill and performance of specialized or technical duties</li> </ul>
Quantity of Work	<ul style="list-style-type: none"> <li>• Amount of work performed</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of work on schedule</li> </ul>
Dependability/Reliability	<ul style="list-style-type: none"> <li>• Follow-through</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with work instructions</li> </ul>
Work Habits and Attitude	<ul style="list-style-type: none"> <li>• Applying oneself to work</li> <li>• Acceptance of responsibility</li> <li>• Attention to safety, economy, and efficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptance of new ideas, suggestions, and constructive criticism</li> <li>• Orderliness in work</li> <li>• Appropriate dress for job assignment</li> </ul>
Judgment and Initiative	<ul style="list-style-type: none"> <li>• Performance in new situations; flexibility</li> <li>• Performance in emergencies</li> </ul>	<ul style="list-style-type: none"> <li>• Performance with minimum instructions</li> <li>• Recognition of limits of authority</li> </ul>
Safety Rules	<ul style="list-style-type: none"> <li>• Consistent adherence to all Safety Rules and Standard Operating Procedures</li> </ul>	
Relationships with Others	<ul style="list-style-type: none"> <li>• Cooperation with employees, administrators</li> <li>• Meeting and handling the public</li> </ul>	<ul style="list-style-type: none"> <li>• Working with students</li> </ul>
Attendance and Punctuality	<ul style="list-style-type: none"> <li>• Absences do not exceed allotted leave time</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent observance of established working hours</li> </ul>

<b>FEEDBACK TABLE B - Work Characteristics (See Evaluation Factors above)</b>		1	2	3	4	5
<b>1</b>	Quality of Work: Extent to which completed work is accurate, neat, well organized and thorough. Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>				
<b>2</b>	Quantity of Work: Consider the amount of work completed, speed and consistency of output Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>				
<b>3</b>	Knowledge of Work: Degree of familiarity with accepted job procedures and equipment used Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>				
<b>4</b>	Work Habits & Attitude: Effectiveness in organizing work, using tools and equipment, care of equipment and following good safety practices, Consider motivation, interest in the job and satisfaction. Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>				
<b>5</b>	Meeting Work Commitments: Consider attendance, extent to which employee completes work assignments, meets schedules, and follows established policies and procedures. Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>				
<b>6</b>	Judgement & Initiative: Extent to which employee makes work improvements, identifies and corrects errors, initiates work activities, assumes responsibility and anticipates needs. Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>				



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<b>7</b>	<b>Relationship with Others:</b> Extent to which employee recognizes needs and desires of other people, treats others with respect and courtesy, inspires respect and confidence. Comments: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>				
<b>8</b>	<b>Attendance &amp; Punctuality (If rating is less than meets standard, fill in a., b., c. below)</b> a) number of absences: <a href="#">Click here to enter text.</a> b) number of times late to work: <a href="#">Click here to enter text.</a> c) number of times has left work early without approval: <a href="#">Click here to enter text.</a>	<input type="checkbox"/>				

### C) OVERALL PERFORMANCE

- Provide a rating from Unsatisfactory to Outstanding in FEEDBACK TABLE C based on the same rating standards as Section A that best reflects the supervisor's judgment of the employee's overall work performance through an appraisal of all the ratings given for the factors listed above
- Provide relevant comments for BOTH areas of strength and growth

<b>FEEDBACK TABLE C - Overall Performance</b>		
<b>Instructions:</b> Rate the employee's overall performance (select one rating below)		<b>Instructions:</b> Use this space to describe employee's strengths and weaknesses. Give examples of work well done and suggestions of improving performance. Attach additional sheets, if necessary.
Outstanding <input type="checkbox"/>	<input type="checkbox"/>	Areas of Strength: <a href="#">Click here to enter text.</a>  Areas for Growth: <a href="#">Click here to enter text.</a>
Exceeds Standards <input type="checkbox"/>	<input type="checkbox"/>	
Meets Standards <input type="checkbox"/>	<input type="checkbox"/>	
Needs To Improve <input type="checkbox"/>	<input type="checkbox"/>	
Unsatisfactory <input type="checkbox"/>	<input type="checkbox"/>	
Supervisor Comments:		
Employee Comments:		



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## D) ACKNOWLEDGMENT

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- Provide your signature as the Rater
- Ensure that the employee provides acknowledgment of receipt signature

Rater's Signature (Supervisor) \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_