



**CLASSIFIED EMPLOYEE
PERFORMANCE APPRAISAL**

Classified Employee Performance Appraisal Form

Date: _____

Part I:

Name: _____ SS#: _____

Classification Title: _____ Division: _____

Hire Date: _____ Length of Time in this Position: _____

Supervisor/Evaluator: _____ Title: _____

Evaluation Period: From _____ to _____

Part II: Responsibilities

Provide a brief description of major areas of responsibilities identified as essential functions of the position. (PIQ or job description attached.)

Part III: Performance Expectations

At the beginning of the appraisal period, list major, specific results to be accomplished. Include standards of performance for each result. At the end of the appraisal period, discuss, and indicate contribution level.

	1-2 Did not meet expectations.	3-4 Did not meet all expectations.	5-6 Meets expectations.	7-8 Meets and exceeds some expectations.	9-10 Surpasses all expectations.	
Expectation:	Standard of Performance:					Weight: (Should closely follow PIQ)
1.)						
	1-2	3-4	5-6	7-8	9-10	
Contribution:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Part III: Performance Expectations (Continued)						
<i>Expectation:</i>	<i>Standard of Performance:</i>					<i>Weight:</i> (Should closely follow PIQ)
2.)	1-2	3-4	5-6	7-8	9-10	
Contribution:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.)	1-2	3-4	5-6	7-8	9-10	
Contribution:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.)	1-2	3-4	5-6	7-8	9-10	
Contribution:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.)	1-2	3-4	5-6	7-8	9-10	
Contribution:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.)	1-2	3-4	5-6	7-8	9-10	
Contribution:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Part III: Performance Expectations (Continued)						
<i>Expectation:</i>	<i>Standard of Performance:</i>					<i>Weight:</i> (Should closely follow PIQ)
7.)						
	1-2	3-4	5-6	7-8	9-10	
Contribution:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.)						
	1-2	3-4	5-6	7-8	9-10	
Contribution:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.)						
	1-2	3-4	5-6	7-8	9-10	
Contribution:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.)						
	1-2	3-4	5-6	7-8	9-10	
Contribution:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Part IV-A: Staff Performance Behaviors Expected At the end of the performance period, review, discuss, and rate behavior.	
1. Interpersonal Communications/Teamwork: Shares information with others. Expresses self in a clear, concise manner. Maintains confidentiality. Respects and collaborates effectively with others to achieve the group's mission. Treats students/co-workers with care, courtesy, and respect. Participates in meetings, listens, and tries to understand conflicting views and is willing to assist others.	Expectation: Contribution: 1-2 3-4 5-6 7-8 9-10 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.) Dependability: Performs responsibilities in a timely and competent manner. Reports to work on time, uses sick leave appropriately, and meets deadlines consistently.	Expectation: Contribution: 1-2 3-4 5-6 7-8 9-10 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.) Accountability: Analyzes problem situations, considers alternatives, and takes ethical, effective action. Adheres to College policies and accepts responsibility for one's own actions. Works in a safe manner. Accepts constructive criticism well. Sets and adheres to standards of excellence.	Expectation: Contribution: 1-2 3-4 5-6 7-8 9-10 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.) Initiative: Anticipates and accepts need for change. Willingly assumes additional responsibilities. Generates solutions and actively participates in their implementation. Develops and executes plans for self-improvement. Moves forward and makes things happen.	Expectation: Contribution: 1-2 3-4 5-6 7-8 9-10 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.) Attitude: Positive, upbeat attitude, pleasant. Remains professional in demeanor and in treatment of others; looks for good in situations, and works as a peacemaker. Leaves personal problems at home. Is familiar with mission of College and works to attain mission goals.	Expectation: Contribution: 1-2 3-4 5-6 7-8 9-10 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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Part IV-B: Manager/Supervisor Professional Performance Behaviors Expected

At the end of the performance period, review, discuss, and rate behavior.

<p>1. Leadership: Motivates subordinates, provides guidance and support to achieve the group's goals. Establishes and maintains performance standards for self, the group, and others. Utilizes written department and individual _____ (MPO's). Serves as a credible role model by displaying and encouraging ethical, respectful, and accountable behavior. Anticipates and manages change proactively rather than reactively.</p>	<p>Expectation:</p> <p>Contribution:</p> <p>1-2 3-4 5-6 7-8 9-10</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>2.) Management: Demonstrates awareness of changes in higher education; manages within budget, and achieves desired results, plans, secures, organizes, and audits the use of resources in an effective and efficient manner. Conscious of the impact of discussion on students and budgets.</p>	<p>Expectation:</p> <p>Contribution:</p> <p>1-2 3-4 5-6 7-8 9-10</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>3.) Creates and Maintains a Productive Work Environment: Promotes an empowered culture; improve efficient and productive use of resources. Adheres to college policy. Promotes affirmative action and equal employment opportunities. Maintains employee's rights and maintains a safe working environment.</p>	<p>Expectation:</p> <p>Contribution:</p> <p>1-2 3-4 5-6 7-8 9-10</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>4.) Development: Provides opportunities for employees to obtain and apply new skills and knowledge. Builds a team that demonstrates purpose, group identity, and achievement.</p>	<p>Expectation:</p> <p>Contribution:</p> <p>1-2 3-4 5-6 7-8 9-10</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

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Expectation Setting Discussion

An initial face-to-face discussion of duties, responsibilities, performance objectives, and performance behaviors for the current period took place on _____.

We also acknowledge our understanding of these duties, responsibilities and expectations.

<i>Supervisor's Signature</i>	<i>Date</i>	<i>Employee's Signature</i>	<i>Date</i>

Part V: Overall Performance Appraisal

Review Parts III and IV

Did Not Meet Expectations 1-2 <input type="checkbox"/>	Did Not Meet All Expectations 3-4 <input type="checkbox"/>	Meets Expectations 5-6 <input type="checkbox"/>	Meets and Exceeds Some Expectations 7-8 <input type="checkbox"/>	Surpasses All Expectations 9-10 <input type="checkbox"/>
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Part VI: Development Plan

Completed by supervisor (to include goals, and time frame for next evaluation period).

<div style="height: 300px; width: 100%;"></div> <div style="text-align: right; margin-top: 20px;">Date:</div>

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Part VII Certification

Signature on this page neither implies agreement nor disagreement with the contents of this appraisal form, only that it has been reviewed by the employee with the supervisor.

<i>Supervisor's Signature</i>	<i>Date</i>	<i>Employee's Signature</i>	<i>Date</i>
Reviewing Manager		Received by Human Resources Office	
<i>Reviewing Manager's Signature</i>	<i>Date</i>	<i>Human Resources Director</i>	<i>Date</i>

Employee Comments:

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