

Hope College
Performance Appraisal Form
Non-Exempt/Hourly Staff

Employee Name _____ Department _____
Position Title _____ Period Covered: From _____ to _____
Date Started This Position _____ Supervisor _____

Performance Criteria

A. Quality of Work – Consider the neatness, accuracy, and thoroughness of the work

- ___ Work is of exceptionally high quality. Consistently thorough and accurate.
- ___ Work is above average. Seldom makes errors.
- ___ Work meets acceptable standards. Makes only occasional mistakes.
- ___ Does minimally acceptable work. Accuracy of final product often needs revision or correction.
- ___ Performs poorly. Makes frequent mistakes. Generally unsatisfactory.

Comments and/or suggestions:

B. Quantity of Work – Consider the volume of work regularly produced and the consistency/speed of output

- ___ Produces consistently high volume of work. Extremely productive and fast.
- ___ Volume of work frequently above expected level.
- ___ Does normal amount of work. Volume is satisfactory. When situation requires, production increases markedly.
- ___ Volume is generally below what is expected. Does just enough to get by.
- ___ Does not meet minimum requirements. Volume of work generally unsatisfactory.

Comments and/or suggestions:

C. Job Knowledge – Consider the degree of understanding of the job and related functions and the quickness with which the employee has developed understanding of functional tasks. Consider job knowledge relative to the length of time in the current position.

- ___ Complete mastery of all phases of job & related functions. Grasps new methods & procedures immediately. Rapid learner
- ___ Good understanding of job and related work. Well informed. Learns quickly.
- ___ Adequate knowledge of the job. Can answer most questions. Able to learn new aspects of the job.
- ___ Lacks knowledge of some phases of work. Experiences difficulty in grasping new ideas.
- ___ Poor understanding of job. Fails to grasp new ideas.

Comments and/or suggestions:

D. Attitude – Consider professionalism, enthusiasm, dedication, and interest displayed regarding position responsibilities and duties. Consider whether the employee expresses willingness to undertake new work, supports organizational goals and endeavors, and demonstrates flexibility in response to changing circumstances.

- Highly dedicated and enthusiastic; strongly supportive of organizational goals.
- Displays interest in duties and responsibilities; flexible in response to changing circumstances.
- Satisfactory in this regard.
- Accepts job duties, occasionally with reluctance.
- Generally displays negative attitude toward job, criticizes without offering constructive suggestions; inflexible.

Comments and/or suggestions:

E. Initiative – Consider the degree to which the employee is self-starting and assumes responsibilities when specific directions are lacking. Consider how well the employee follows through on assignments, taking appropriate independent action when necessary, and the relative amount of supervision required.

- Exceptionally self-reliant; completely follows through on assignments.
- A self-starter; follows through on assignments independently.
- Satisfactory in this regard.
- Follows through on some assignments without continuous direction; requires some follow-up to keep assignments progressing.
- Needs detailed instructions; requires constant supervision to keep assignments going.

Comments and/or suggestions:

F. Dependability – Consider the manner in which the employee applies himself or herself.

- Justifies utmost confidence.
- Reliable and conscientious.
- Applies self well.
- Sometimes can't count on this employee to do all phases of the job.
- Can't count on this employee many times. Requires constant supervision.

Comments and/or suggestions:

G. Interpersonal Relations – Consider how well the employee gets along with other individuals in the performance of job duties. Consider effectiveness of relations with co-workers, subordinates, supervisor and, if applicable, the general College community & the public in the handling of position responsibilities. Consider the employee’s cooperativeness, tact, & courtesy

- Is effective interpersonally; works extremely well with subordinates, peers, and superiors.
- Works well with others and facilitates cooperation.
- Is satisfactory in this regard.
- Relates to others fairly well; not always cooperative.
- Has difficulty in relating to others; not readily cooperative.

Comments and/or suggestions:

H. Attendance/Punctuality – Consider the employee’s attendance and punctuality record.

- Exceptional record, always on time and no work absences.
- Very good attendance, only a few excused absences, rigidly observes work hours.
- Acceptable attendance and punctuality record.
- Occasional failure to observe work schedule; misses more than 10 days per year due to illness/personal reasons.
- Unacceptable attendance and punctuality work record – see comments.

Comments and/or suggestions:

I. Overall Evaluation – The overall evaluation should reflect the assessment of the employee’s total performance, based upon the foregoing criteria. In making the assessment, consider the criteria according to the employee’s duties and responsibilities, taking care not to overemphasize on particular area.

- SUPERIOR – Truly outstanding; employee consistently goes over and beyond the expectations; difficult to envision other persons who could or would be more helpful.
- EXCELLENT – Extremely satisfactory; employee regularly performs tasks in an efficient and thorough manner. Supervisor envisions employee as being among the better persons to do the job.
- GOOD – Very adequate; employee fulfills expectations of job and is cooperative.
- FAIR – Several tasks are performed satisfactorily but areas of improvement are needed.
- UNSATISFACTORY – Employee has failed to demonstrate consistently the ability or willingness to do the job adequately. Without dramatic improvement, employment should not be continued.

Employee Signature*

Date

Supervisor Signature

Date

*Signature indicates only that the evaluation has been reviewed, and does not necessarily signify concurrence. A response to this evaluation may be made on a separate sheet and attached to this evaluation. PLEASE SEND COMPLETED EVALUATION FORMS TO THE HOPE COLLEGE HUMAN RESOURCES OFFICE.