



PERFORMANCE EVALUATION FORM FOR CLASSIFIED EMPLOYEES QUEENS COLLEGE

EMPLOYEE NAME:	<p style="text-align: center;"><u>Overall Rating</u></p> <p> <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectation <input type="checkbox"/> Needs improvement <input type="checkbox"/> Does not meet expectation </p> <p>(The rating description is on the 6th page of this report)</p>
CIVIL SERVICE TITLE:	
PERMANENT TITLE IF OTHER THEN ABOVE:	
DEPARTMENT & UNIT :	
<u>TYPE OF EVALUATION:</u> <input type="checkbox"/> ANNUAL <input type="checkbox"/> FIRST QUARTER <input type="checkbox"/> SECOND QUARTER <input type="checkbox"/> THIRD QUARTER <input type="checkbox"/> FINAL <input type="checkbox"/> SPECIAL	
<u>PROBATIONARY EVALUATION PERIOD:</u> FROM: To: <u>CURRENT STATUS:</u> <input type="checkbox"/> PROBABLE PERMANENT <input type="checkbox"/> PERMANENT <input type="checkbox"/> PROVISIONAL	
INSTRUCTIONS FOR THE USE OF CRITICAL FACTORS IN THE EVALUATION PROCESS	
<ol style="list-style-type: none"> 1. Mark one box under each applicable factor, adding comments as needed for elaboration. 2. Discuss with the employee the reasons for the rating and provide specific example(s) of positive performance. 3. When making the lowest ranking, provide written comments as to the reasons for the rating and provide specific example(s) of negative performance. 4. The employee's position description should be reviewed by the employee and supervisor as a function of the evaluation. If the position description is amended, the form should be updated, signed by the employee and supervisor and filed with the employee's personnel record. 	
Work Quality: The degree to which the employee produces accurate, acceptable, and thorough work.	
<input type="checkbox"/> Consistently produces work of highest quality. <input type="checkbox"/> Produces high quality work; makes few errors. <input type="checkbox"/> Produces acceptable work with minimal errors. <input type="checkbox"/> Produces marginal to unacceptable work; makes excessive errors.	COMMENTS:

Work Quantity: The employee's level of productivity/output and timeliness of work.

- Consistently completes work ahead of schedule; seeks additional tasks; highest output level.
- Completes most work assigned ahead of schedule; above average output level.
- Completes the majority of work assigned within specified deadlines; acceptable output level.
- Does not complete work assigned within required time limits, generally unsatisfactory output level.

COMMENTS:

Initiative: The degree to which the employee demonstrates independent action and resourcefulness on the job by developing new methods, offering constructive suggestions, and/or seeking additional work.

- Consistently exceeds requirements for independent action and resourcefulness; highly motivated.
- Exceeds requirements for independent action and resourcefulness; diligent worker.
- Meets basic job requirements for independent action and resourcefulness; acceptable worker.
- Rarely initiates independent action as required by the job; requires constant supervision.

COMMENTS:

Job Knowledge: The employee understands the job duties and the ability to accomplish assigned job functions.

- Consistently exhibits exceptional knowledge and outstanding skills in even the most complex aspects of the job.
- Frequently demonstrates better than average knowledge and skills in all aspects of the job.
- Has adequate knowledge and skills to handle job duties.
- Application of knowledge is limited. Required skills are poorly demonstrated.

COMMENTS:

Work Ethics and Habits: The employee's proper handling of confidential information, adherence to policies and commitment to productivity, ability to add value to unit.

- Consistently demonstrate excellent work ethic and integrity in all assigned work, develops methods for streamlining operations, and frequently provides constructive suggestions.
- Practices good work ethic; demonstrates integrity in all assigned work, develops better methods of completing work, occasionally provides constructive suggestions.
- Fails to practice good work ethic; does not demonstrate integrity at work, does not provide constructive suggestions.

COMMENTS:

Decision Making/Problem Solving: The employee's ability to recognize and analyze problems, evaluates solutions, and makes recommendations.

- Consistently demonstrates outstanding problem-solving skills; able to handle complex problems creatively.
- Demonstrates good problem-solving skills; occasionally able to handle complex problems.
- Solves routine problems satisfactorily; requires assistance with complex problems.
- Has difficulty recognizing and solving routine problems; does not show evidence of needed analytical skills.
- Not Applicable

COMMENTS:

Customer Relations: The employee's interaction with others within or outside the department or organization.

- Exceptional in anticipating and meeting customer needs; communicates very well with customers.
- Anticipates and meets customer needs; communicates well with customers.
- Meets customer needs; communicates adequately with customers.
- Fails to meet customer needs; communicates poorly with customers.
- Not Applicable

COMMENTS:

Work Relationships/Leadership: The employee's ability to work with others including diplomacy, cooperation and leadership. Influences, supports and motivates staff and/or coworkers.

- Consistently achieves outstanding working relationships, inspires staff and/or coworkers to excel, and leads by example.
- Helps to create a cooperative work environment; good team worker, promotes initiatives, makes effective decisions.
- Cooperative; works well with others, makes good decisions, supports progress of staff and/or coworkers.
- Sometimes uncooperative; experiences difficulty relating to others, occasionally neglects staff and/or co-workers.

COMMENTS:

Attendance and Punctuality: Consider frequency and number of absences and lateness. Also, observance of lunch hour and break periods (if applicable).

- Good attendance record.
- Adheres to assigned lunch and break periods (if applicable).
- Abuses lunch hour and work break periods (if applicable).
- Excessive absence or tardiness.

COMMENTS:

SUPERVISOR AND REVIEWER SIGNATURE

This report represents my best judgment of the value of this employee's work service during the period stated above.

I RECOMMEND DO NOT RECOMMEND (Check one):

Continued Employment Promotion Level Movement Permanency (for final report)

SUPERVISOR SIGNATURE: _____ DATE: _____

TITLE: _____

I HAVE REVIEWED THE REPORT OF THE IMMEDIATE SUPERVISOR AND HAVE INDICATED THAT THIS REPORT IS ACCURATE ACCORDING TO MY BEST KNOWLEDGE AND BELIEF.

REVIEWER SIGNATURE: _____ DATE: _____

TITLE: _____

EMPLOYEE'S REVIEW OF EVALUATION

I have reviewed this work performance evaluation and understand that my signature indicates only that I have read and discussed this performance evaluation and job description with my supervisor/evaluator. It does not necessarily mean that I agree with the evaluation's contents. I may attach written comments, if desired.

EMPLOYEE SIGNATURE: _____ DATE: _____

Employee Comments:

If comments are attached, check here:

RATINGS	
OUTSTANDING	The employee's work performance far exceeded the standards of the tasks and the employee does not have excessive absenteeism or excessive lateness; or the circumstances under which the employee carried out the task were so extraordinarily difficult to make attainment of the normal standards an outstanding achievement.
EXCEEDS EXPECTATION	The employee consistently performs at a high standard and delivers more or better work than that required by the job and is compliant with CUNY attendance and lateness policies; or has merely attained the standards but the circumstances under which the employee carried out the task were so difficult that superior effort, knowledge, skills or abilities were needed to attain the normal standards.
MEETS EXPECTATION	The employee has attained all of the standards of the tasks and is dependable and consistent in performing all of the duties and responsibilities of the job description.
NEEDS IMPROVEMENT	The employee's performance did not meet one or more of the attainable standards of the tasks or would have been rated " Meets Expectation, " but was not compliant with attendance and lateness policies. This level of performance cannot be of long duration. A re-evaluation is required after three months.
DOES NOT MEET EXPECTATION	The employee consistently fails to perform the duties and responsibilities of the job description; the employee's own lack of effort or of required knowledge, skills and abilities was responsible; or would have been rated " Needs Improvement ", but also was not compliant with attendance and lateness policies. Performance has been consistently at this level despite sufficient and adequate attempts by the supervisor to correct performance. A re-evaluation is required after three months.