



Ohio Northern University

SUPPORT STAFF EMPLOYEE APPRAISAL

THIS EVALUATION IS TO BE COMPLETED FOR ALL EMPLOYEES IN SUPPORT STAFF POSITIONS. IT SHOULD REFLECT AN IMPARTIAL JUDGMENT OF PERFORMANCE ON THE FACTORS SHOWN FOR THE PERIOD BEING REVIEWED.

NAME: _____

JOB TITLE: _____

DEPARTMENT: _____

DATE OF EVALUATION: _____

DATE OF LAST EVALUATION: _____

TYPE OF EVALUATION: Annual Special

PLEASE NOTE: Performance appraisals are an important element of an employee's permanent employment record. These reports are confidential and shall not be circulated to persons other than those listed below.

THIS APPRAISAL WAS PREPARED BY:

Name

Date

APPROVED BY:

Name

Date

SUPPORT STAFF

I. PERSONAL ATTRIBUTES

	Outstanding <input type="checkbox"/> 5	Good <input type="checkbox"/> 4	Satisfactory <input type="checkbox"/> 3	Fair <input type="checkbox"/> 2	Poor <input type="checkbox"/> 1	Unsatisfactory <input type="checkbox"/> 0
ATTITUDE: Interest in job and general attitude toward University. Comments:	Consistently has	lively interest and positive attitude; helps others	Good interest and enthusiasm	Low interest and enthusiasm; shows little sign to improve; wastes time	Indifferent and no enthusiasm; needs prodding	

INTERPERSONAL RELATING: Compatibility with coworkers & public. Projects positive image of University. Comments:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
	Willingly gives courteous service; is cheerful and tactful	Generally projects good image of self; is courteous and tactful in most situations	Lacks professionalism; tends to be impersonal in dealing with others	Conduct and attitude do not convey a favorable image of University. Often offends people		

COOPERATION: Acceptance of supervision and willingness to help others. Comments:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
	Responds with enthusiasm to responsibility. Exceptionally successful in working with others	Responds well to supervision and coworkers; accepts responsibilities	Needs frequent direction; problems with coworkers	Resents direction; needs constant supervision; fails to cooperate		

ATTENDANCE: Absences, tardiness, length or lunch periods/breaks. Comments:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
	Outstanding record of attendance and punctuality. Puts in extra time	Rarely absent or late, does not misuse breaks	Some problems with attendance, breaks, or lateness	Has serious problems with attendance and/or punctuality		

II. JOB SKILLS

JOB KNOWLEDGE: Familiarity with procedures & equipment essential to job; ability to be innovative. Comments:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
	Thorough knowledge of job requirements and can independently handle new situations	Good working knowledge of most phases of work	Insufficient knowledge of some phases of job	Relies on others to excess; does not make full use of available resources		

QUANTITY OF WORK: To meet or surpass established goals. Comments:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
	Exceptional output; often ahead of schedules; initiates new tasks	Produces all assigned work	Produces less than normal volume; does not seek other work after assigned work in completed	Amount of work entirely inadequate; needs help in completing assignments		

	Outstanding <input type="checkbox"/> 5	Good <input type="checkbox"/> 4	Satisfactory <input type="checkbox"/> 3	Fair <input type="checkbox"/> 2	Poor <input type="checkbox"/> 1	Unsatisfactory <input type="checkbox"/> 0
QUALITY OF WORK: Attention to detail, accuracy, neatness of work.	Exceptional accuracy and attention to details; very well organized		Few errors; usually thorough & complete; generally neat	Needs more attention to accuracy; lacks neatness on occasion		Does poor work; often has to redo tasks; lacks neatness
Comments:						

III. PROMOTION/MERIT POTENTIAL

	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
DEPENDABILITY: Degree of supervision needed to carry tasks to completion.	Self-starter; rarely needs supervision; can always be trusted with confidential information		Exercises normal care in safeguards; needs little supervision	Needs frequent supervision and reminders of deadlines		Needs constant supervision, undependable
Comments:						

	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
REASONING: Ability to use good judgment to arrive at sound conclusions and take proper action.	Takes decisive, timely action, uses sound judgment		Uses good judgment most of the time	Makes frequent errors; slow to take action; no self confidence		Cannot be trusted to make decisions; neglects or misinterprets facts
Comments:						

	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
ADAPTABILITY: Ability to learn quickly; adapts to changes in job assignment, methods, personnel, surroundings	Quick to catch on; welcomes new assignments; sees new opportunity in changes		Learns well and willingly accepts change	Learns with difficulty; tends to resist change		Does not grasp or is forgetful of assignments; fights change
Comments:						

	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
POTENTIAL: Willingness to assume additional responsibility; interest in professional/career development	Always seeking additional responsibility. Works to expand job and career knowledge		Supports departmental objective; works to expand knowledge	Speaks of advancement but takes little or no action toward development		No apparent interest in professional development
Comments:						

IV. SUPERVISOR'S OVERALL RATING

OVERALL RATING CONSIDERING ALL THE ABOVE FACTORS:

Outstanding Good Satisfactory Fair Poor Unsatisfactory

SINCE THE LAST APPRAISAL, OVERALL PERFORMANCE HAS:

Improved Remained essentially the same Deteriorated

(continued on next page)

V. PERFORMANCE GOALS AND OBJECTIVES

BRIEFLY OUTLINE ANY PERFORMANCE GOALS AND/OR OBJECTIVES TO BE COMPLETED PRIOR TO NEXT APPRAISAL.

VI. EMPLOYEE COMMENTS AND ACKNOWLEDGMENT

EMPLOYEE COMMENTS: EACH INDIVIDUAL EVALUATED IS ENCOURAGED TO ADD ANY COMMENTS HE/SHE MAY HAVE.

I am signing this evaluation to indicate that my supervisor and I have had a two-way discussion of the comments contained herein.

Employee Signature

Date