

LINN-BENTON COMMUNITY COLLEGE
CLASSIFIED STAFF PERFORMANCE APPRAISAL

Name: _____ **Employee Status:** Trial Service
ID#: _____ Regular
Title: _____ Temporary
Department: _____

Date completed form is due in Human Resources: _____

GENERAL INSTRUCTIONS: This appraisal is based on the employee's job duties and responsibilities and the Colleges standards for the work performed. If additional pages are necessary, the employee and supervisor must initial each page.

SECTION I: WORK HABITS AND STANDARDS

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|-------|-----------------------------------|---|
| (3) | Exceeds Expectations | Performs with little or no supervision. Looks for ways to achieve excellence. |
| (2) | Meets Expectations | Performs consistently well with supervision. Completes assignments and tasks on time. |
| (1) | Needs Improvement | Requires much supervision. Inconsistent performance. |
| (N/A) | Not Applicable or Observed | |

Please use the codes above for your responses to rate the employee's performance. Relate each standard to the current job duties as found on the attached job description. Make comments regarding job performance (positive or needing improvement) in the box below each standard.

STANDARD	SCORE
1. Initiative/Self Motivation – Assesses what needs to be done to accomplish job responsibilities, and with a minimum of supervision, takes appropriate action to complete assigned tasks.	3 - 1
2. Adaptability/Flexibility – Responds to changing conditions and requirements in a positive and constructive manner.	
3. Judgment/Professional Behavior – Makes sound decisions and bases actions on fact rather than emotion.	

4. Confidentiality – Keeps in confidence information encountered in the working environment.	
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5. Interpersonal Relationships/Teamwork – Demonstrates what to do and/or say to keep good relations with others and a willingness to work within a group approach to achieve an efficient operation; responds in a positive and constructive manner.	
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6. Completes Assigned Work Accurately – Accomplishes tasks accurately, neatly, thoroughly, and efficiently; completes work in allocated time under normal circumstances.	
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7. Attendance & Punctuality – Complies with absence, tardiness, break and attendance rules.	
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8. College Procedures – Follows applicable Board policies, appropriate use of technology and other regulations. Follows safety regulations.	
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9. Communication

- a. Writes in an effective manner.
- b. Speaks in an effective manner.
- c. Actively listens in an effective manner.

SECTION II

Comments concerning job strengths and/or weaknesses relating to the specific performance of job duties as outlined on attached job description.

In what specific area(s) could the employee gain additional career growth or professional development? Identify specific goals to be undertaking during the next evaluation period.

SECTION III

Supervisor's overall evaluation of employee's performance:

Exceeds Expectations

Meets Expectations

Needs Improvement

This is to certify that this appraisal has been discussed with me. I understand that my signature does not necessarily indicate agreement and I can attach an addendum to this evaluation.

I have reviewed my job description with my supervisor and I know what responsibilities I will be appraised on at my next anniversary appraisal.

Employee Signature: _____ Date: _____

Immediate Supervisor Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

- Original job description attached with no changes.
- Revised job description attached with changes indicated