

CONFIDENTIAL

EMPLOYEE

PERFORMANCE EVALUATION FORM

Instructions:

This evaluation form will be used for probationary employee performance evaluations to be completed at sixty (60) days and six (6) months. In addition, the form will become the basis for annual performance appraisals.

A formal performance evaluation must be completed for each employee at least annually.

Circle one rating in each performance area. The performance evaluation areas included on this form pertain to the vast majority of employees. If one area does not pertain, indicate "not applicable" in the comments section. Comments and suggestions for improvement should be noted in each area.

Employee's Name	Date of This Evaluation
Employee's Position	Department
Evaluator's Name	
TYPE OF EVALUATION:	
60 Day 6 Month Annual	
Last Evaluation Completed On	

Rev. 02/04

AREA 1 J	IOB KNOWLEI	DGE: Understands the essential a	aspects of	f the position.
Unsatisfac	ctory	Satisfactory		Exceptional
I am not satisfied with employee's performa- area. Examples of un behavior and suggesti- year are listed below.	nce in this asatisfactory ions for next	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.	f than extra	I this person performs much higher expected in this area. Examples of ordinary performance and estions for next year are listed w.
COMMENTS REQU	UIRED. Give exan	nples of behavior.		
Suggestions for the o	coming year:			
	QUALITY OF W leadlines.	VORK: Performs work accurately	, complete	ely and precisely. Meets
Unsatisfac		Satisfactory		Exceptional
I am not satisfied with employee's performa- area. Examples of un behavior and suggesti year are listed below. COMMENTS REQ	nce in this isatisfactory ions for next	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below. nples of behavior.	f than extra	I this person performs much higher expected in this area. Examples of ordinary performance and estions for next year are listed w.
Suggestions for the o	coming year:			

AREA 3 QUAN of time	NTITY OF WORK: Performs a satisfactory	volume of work during a given period
Unsatisfactory	Satisfactory	Exceptional
I am not satisfied with this employee's performance in area. Examples of unsatisfa behavior and suggestions fo year are listed below.	behavior I would like to see repeated	f I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.
COMMENTS REQUIRED	D. Give examples of behavior.	
Suggestions for the comin	g year:	
	PERATION WITH SUPERVISOR: Works Ilowing instructions.	with supervisor in carrying out tasks
Unsatisfactory	Satisfactory	Exceptional
I am not satisfied with this employee's performance in area. Examples of unsatisfa behavior and suggestions fo year are listed below.	this this incrory r next this incrory this this this this this this this this	I feel this person performs much higher
Suggestions for the coming	D. Give examples of behavior. g year:	
1		

		Evaluation	rorm
AREA 5		ITH OUTSIDE PERSONS: Responds to students and/or the gen n, caring and courteous manner. Creates a positive image.	eral
Unsatis		Satisfactory Exceptional	
I am not satisfied v employee's perfor area. Examples of behavior and sugg year are listed belo	with this mance in this 'unsatisfactory estions for next ow.	Satisfactory Exceptional I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below. I feel this person performs muce than expected in this area. Examples of behavior for next year are listed below. amples of behavior. Exceptional	mples of
Suggestions for th		ON WITH CO-WORKERS: Works as a team member. Relates we	ell with
		assists them when asked.	
Unsatis		Satisfactory Exceptional	
I am not satisfied y employee's perfor- area. Examples of behavior and sugg year are listed belo	factory with this mance in this `unsatisfactory estions for next ww.	SatisfactoryExceptionalI am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.I feel this person performs much than expected in this area. Examples of suggestions for next year are below.	h higher mples of
I am not satisfied y employee's perfor- area. Examples of behavior and sugg year are listed belo	factory with this mance in this `unsatisfactory estions for next ww.	SatisfactoryExceptionalI am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year areI feel this person performs muc than expected in this area. Exa extraordinary performance and suggestions for next year are	h higher mples of
I am not satisfied y employee's perfor- area. Examples of behavior and sugg year are listed belo	factory with this mance in this `unsatisfactory estions for next ww.	SatisfactoryExceptionalI am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.I feel this person performs much than expected in this area. Examples of suggestions for next year are below.	h higher mples of
I am not satisfied y employee's perfor- area. Examples of behavior and sugg year are listed belo	factory with this mance in this Sunsatisfactory estions for next ow. EQUIRED. Give ex	SatisfactoryExceptionalI am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.I feel this person performs much than expected in this area. Examples of suggestions for next year are below.	h higher mples of

				Evaluation Form
AREA 7		TY TO STRESS: Displays present Relates well to others while experie		
Unsatis		Satisfactory		Exceptional
I am not satisfied employee's perfor area. Examples of behavior and sugg year are listed belo	mance in this f unsatisfactory estions for next	I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.		I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.
		xamples of behavior.		below.
Suggestions for t	he coming year:			
AREA 8		JSNESS: Displays initiative. Is will	ing a	nd able to work hard.
AREA 8		JSNESS: Displays initiative. Is will	ing a	nd able to work hard. Exceptional
	factory with this mance in this f unsatisfactory estions for next			
Unsatis I am not satisfied employee's perfor area. Examples of behavior and sugg year are listed belo	factory with this mance in this f unsatisfactory estions for next ow.	Satisfactory I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are		Exceptional I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed
Unsatis I am not satisfied employee's perfor area. Examples of behavior and sugg year are listed belo	factory with this mance in this f unsatisfactory estions for next ow. EQUIRED. Give estimation	Satisfactory I am satisfied with this employee's performance in this area. Examples of behavior I would like to see repeated and suggestions for next year are listed below.		Exceptional I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed

					Evaluation Form			
AREA 9					s the right, correct decisions in a			
		. Recog	nizes the distinction between a	auth				
	sfactory		Satisfactory		Exceptional			
I am not satisfied			satisfied with this employee's	_	I feel this person performs much higher			
	performance in this performance in this area. Examples							
area. Examples of unsatisfactory behavior and suggestions for next		behavior I would like to see repeated and suggestions for next year are			extraordinary performance and suggestions for next year are listed			
year are listed be			d below.		below.			
	EQUIRED. Give e							
Suggestions for t	h							
Suggestions for t	ne coming year:							
AREA 10					rkload. Follows through on plans.			
				woi				
	sfactory		Satisfactory	_	Exceptional			
I am not satisfied			satisfied with this employee's		I feel this person performs much higher			
employee's perfo			ormance in this area. Examples of		than expected in this area. Examples of			
area. Examples o			vior I would like to see repeated		extraordinary performance and			
behavior and sug			suggestions for next year are 1 below.		suggestions for next year are listed below.			
•	EQUIRED. Give e				below.			
	EQUINED. GIVE	xampics	or benavior.					
Suggestions for t	he coming year:							
Suggestions for t	he coming year:							
Suggestions for t	he coming year:							

	•••••••••••••••••				Evaluation Form
AREA 11					nd speaks clearly, accurately and
	<u>concisely using c</u> atisfactory	orrect v	ocabulary, spelling and gramr Satisfactory	nar.	Exceptional
	-		-		-
I am not satisfie			satisfied with this employee's	_	I feel this person performs much higher
	formance in this		ormance in this area. Examples of		than expected in this area. Examples of
area. Examples	s of unsatisfactory	beha	vior I would like to see repeated		extraordinary performance and
behavior and su	aggestions for next	and s	suggestions for next year are		suggestions for next year are listed
year are listed b			d below.		below.
COMMENTS	REQUIRED. Give e	xamples	of behavior.		
S (* 6	/ 1 •				
Suggestions to	r the coming year:				
AREA 12			s work each day unless on ap	pro	ved leave, such as vacation leave,
	sick leave, jury du			pro	
Unsa	sick leave, jury du	uty, etc.	Satisfactory	pro	Exceptional
Unsa I am not satisfic	sick leave, jury du atisfactory ed with this	uty, etc.	Satisfactory satisfied with this employee's	pro	Exceptional I feel this person performs much higher
Unsa I am not satisfic employee's per	sick leave, jury du atisfactory ed with this formance in this	uty, etc. I am perfe	Satisfactory satisfied with this employee's prmance in this area. Examples of	pro [,]	Exceptional I feel this person performs much higher than expected in this area. Examples of
Unsa I am not satisfic employee's per area. Examples	sick leave, jury du atisfactory ed with this formance in this s of unsatisfactory	I am perfo	Satisfactory satisfied with this employee's ormance in this area. Examples of vior I would like to see repeated	pro	Exceptional I feel this person performs much higher than expected in this area. Examples of extraordinary performance and
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I am not satisfic employee's per area. Examples	sick leave, jury du atisfactory ed with this formance in this of unsatisfactory aggestions for next	I am performed beha and s	Satisfactory satisfied with this employee's ormance in this area. Examples of vior I would like to see repeated	pro	Exceptional I feel this person performs much higher than expected in this area. Examples of extraordinary performance and
Unsa I am not satisfic employee's per area. Examples behavior and su year are listed b	sick leave, jury du atisfactory ed with this formance in this of unsatisfactory aggestions for next	I am perfore beha and selisted	Satisfactory satisfied with this employee's ormance in this area. Examples of vior I would like to see repeated suggestions for next year are d below.	prov	Exceptional I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed
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Unsa I am not satisfic employee's per area. Examples behavior and su year are listed b	sick leave, jury du atisfactory ed with this formance in this s of unsatisfactory nggestions for next below.	I am perfore beha and selisted	Satisfactory satisfied with this employee's ormance in this area. Examples of vior I would like to see repeated suggestions for next year are d below.	pro	Exceptional I feel this person performs much higher than expected in this area. Examples o extraordinary performance and suggestions for next year are listed
Unsa I am not satisfic employee's per area. Examples behavior and su year are listed b	sick leave, jury du atisfactory ed with this formance in this s of unsatisfactory nggestions for next below.	I am perfore beha and selisted	Satisfactory satisfied with this employee's ormance in this area. Examples of vior I would like to see repeated suggestions for next year are d below.	pro	Exceptional I feel this person performs much higher than expected in this area. Examples o extraordinary performance and suggestions for next year are listed
Unsa I am not satisfic employee's per area. Examples behavior and su year are listed b COMMENTS	sick leave, jury du atisfactory ed with this formance in this s of unsatisfactory nggestions for next below.	I am perfore beha and selisted	Satisfactory satisfied with this employee's ormance in this area. Examples of vior I would like to see repeated suggestions for next year are d below.	pro	Exceptional I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed
Unsa I am not satisfic employee's per area. Examples behavior and su year are listed b COMMENTS	sick leave, jury du atisfactory ed with this formance in this s of unsatisfactory aggestions for next below. REQUIRED. Give e	I am perfore beha and selisted	Satisfactory satisfied with this employee's ormance in this area. Examples of vior I would like to see repeated suggestions for next year are d below.	pro	Exceptional I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed
Unsa I am not satisfic employee's per area. Examples behavior and su year are listed b COMMENTS	sick leave, jury du atisfactory ed with this formance in this s of unsatisfactory aggestions for next below. REQUIRED. Give e	I am perfore beha and selisted	Satisfactory satisfied with this employee's ormance in this area. Examples of vior I would like to see repeated suggestions for next year are d below.	pro	Exceptional I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed
Unsa I am not satisfic employee's per area. Examples behavior and su year are listed t COMMENTS	sick leave, jury du atisfactory ed with this formance in this s of unsatisfactory aggestions for next below. REQUIRED. Give e	I am perfore beha and selisted	Satisfactory satisfied with this employee's ormance in this area. Examples of vior I would like to see repeated suggestions for next year are d below.	pro	Exceptional I feel this person performs much higher than expected in this area. Examples o extraordinary performance and suggestions for next year are listed

		-			Evaluation Form
AREA 13			s on time at the start of the wo early and/or returning late.	orkd	lay. Does not abuse breaks or
Unsa	tisfactory		Satisfactory		Exceptional
I am not satisfic employee's per area. Examples behavior and su	ed with this formance in this of unsatisfactory aggestions for next	perfe beha and	satisfied with this employee's ormance in this area. Examples of vior I would like to see repeated suggestions for next year are	-	I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed
year are listed b	elow. REQUIRED. Give e		d below.		below.
6					
AREA 14	r the coming year:	s by saf	ety standards required for the	iob	
		s by sai			
	isfactory	- -	Satisfactory	-	Exceptional
area. Examples	formance in this of unsatisfactory aggestions for next	perfe beha and	satisfied with this employee's ormance in this area. Examples of vior I would like to see repeated suggestions for next year are d below.		I feel this person performs much higher than expected in this area. Examples of extraordinary performance and suggestions for next year are listed below.
COMMENTS	REQUIRED. Give e	xamples	of behavior.		
Suggestions for	r the coming year:				

AREA 15 ATTEMPTS TO IMPROVE: Responds positively to feedback or criticism and takes steps to correct any problem areas identified.

to correct any pro			100	
Unsatisfactory		Satisfactory		Exceptional
I am not satisfied with this	I	am satisfied with this employee's		I feel this person performs much highe
employee's performance in this		erformance in this area. Examples of		than expected in this area. Examples of
area. Examples of unsatisfactory		ehavior I would like to see repeated		extraordinary performance and
behavior and suggestions for next		nd suggestions for next year are		suggestions for next year are listed
year are listed below.		sted below.		below.
COMMENTS REQUIRED. Give e	xamp	les of behavior.		
Suggestions for the coming year:				

Supervisor Comments	Relative to Performance	Evaluation: (Attach	additional pag	ges if required.)
General Comments:				

Employee Comments Relative to Performance Evaluation: (Attach additional pages	if required.)
General Comments:	

I have been given the opportunity to review the performance appraisal. I have discussed this evaluation
with my supervisor. I know that I can receive a copy of this appraisal if so desired.

Supervisor's Signature Date Department Head or other Manager's Signature Date (As the rater's supervisor, my signature does not acknowledge agreement or disagreement with this Date	Employee's Signature	Date
(As the rater's supervisor, my signature does not	Supervisor's Signature	Date
	Department Head or other Manager's Signature	Date
rating.)	acknowledge agreement or disagreement with this	