

APPENDIX G

PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES

**Evaluation Status:**

3 month probationary

6 month probationary

Annual Year \_\_\_\_\_

Other Year \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

State Title \_\_\_\_\_

Working Title \_\_\_\_\_

Department \_\_\_\_\_

Anniversary Date in College Service \_\_\_\_\_

Anniversary Date in Working Title \_\_\_\_\_

**PART A.**

**DEFINITION FOR RATING TO BE APPLIED:**

<p><b>COMMENDABLE:</b> Accomplished all goals or performs all tasks and excels in a substantial manner.</p> <p><b>ABOVE STANDARD</b> Performs all tasks above departmental standards.</p> <p><b>COMPETENT:</b> Meets departmental standards.</p>	<p><b>NEEDS IMPROVEMENT:</b> Below average performance but improving and potentially acceptable.</p> <p><b>UNACCEPTABLE:</b> Many goals unrealized or many tasks not performed.</p> <p><b>NOT APPLICABLE:</b> Not applicable to job.</p> <p><i>Specific examples must be cited in the space provided for comments.</i></p>
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	COMMENDABLE	ABOVE STANDARD	COMPETENT	NEEDS IMPROVEMENT	UNACCEPTABLE	NOT APPLICABLE
<b>A.1. QUALITY AND QUANTITY OF WORK:</b>						
A. Demonstrates knowledge of job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Performs work with accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Work is neat and presentable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Work is thorough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Organizes work appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Appropriate amount of work accomplished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Comments \_\_\_\_\_

Employee's Comments \_\_\_\_\_

	COMMENDABLE	ABOVE STANDARD	COMPETENT	NEEDS IMPROVEMENT	UNACCEPTABLE	NOT APPLICABLE
<b>A.2. WORK HABITS:</b>						
A. Is regular in attendance at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Observes established working hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Completes work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Demonstrates the ability to work without immediate supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Complies with departmental and College policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Complies with instructions, rules and regulations, including health and safety precautions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Comments:

Employee's Comments:

<b>A.3. WORK ATTITUDES:</b>						
A. Endeavors to improve work techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Accepts new ideas and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Accepts constructive criticism and suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Accepts responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Exercises judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Adapts to emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Comments:

Employee's Comments:

NOT APPLICABLE	UNACCEPTABLE	NEEDS IMPROVEMENT	COMPETENT	ABOVE STANDARD	COMMENDABLE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>A.4. PROFESSIONAL RELATIONSHIPS :</b>					
A. Works well with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Works well with the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Cooperates with supervisors and other staff members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Observes established channels of communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Comments:	<input style="width: 100%;" type="text"/>
Employee's Comments:	<input style="width: 100%;" type="text"/>

<b>A.5. SUPERVISORY ABILITY (where applicable):</b>					
A. Demonstrates leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Makes timely decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Works effectively in a team environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Trains and instructs subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Maintains acceptable performance standards among employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Comments:	<input style="width: 100%;" type="text"/>
Employee's Comments:	<input style="width: 100%;" type="text"/>



**PART C.**

COMMENTS OF INTERMEDIATE SUPERVISOR AND/OR CHIEF HUMAN RESOURCES OFFICER WHO REVIEWED THIS EVALUATION:

**Probationary 3 month & 6 month Evaluation**

**Recommendation:**

Retention

Dismissal

**Annual or Other Evaluation**

**Recommendation:**

No action required

Other

\_\_\_\_\_

Signature Date



COMMENTS OF EMPLOYEE:

\_\_\_\_\_

*Signature of Employee* *Date*

(Does not imply Agreement or Disagreement with Evaluation)