

SUPERVISOR'S EVALUATION OF CLASSIFIED STAFF

Employee Name: _____ Review Period: _____
 Job Title: _____ Department/Division: _____
 Reviewing Supervisor: _____ Job Title: _____

This performance evaluation is designed to evaluate the performance during the review period and to provide an opportunity for an employee and supervisor(s) to discuss job related performance.

PART I: PERFORMANCE FACTORS

Describe the employee's performance relative to the factors stated below that are relevant and applicable to his/her position. Using the categories and ratings listed below, rate each performance factor and provide comments/explanations for ratings. Additional sheets may be attached to elaborate on specific performance aspects.

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

5	Outstanding / Exceptional	Exceeded all performance expectations for this factor.
4	Highly Effective / Exceeds Performance Standards	Regularly worked beyond majority of performance expectations for this factor.
3	Satisfactory	Consistently met required performance expectations for this factor. This is the expected level of performance for all employees.
2	Needs Improvement	Inconsistently met performance expectations for this factor.
1	Unsatisfactory	Failed to meet performance expectations for this factor. Immediate & significant improvement required.
N/A	Not Applicable or Insufficient Opportunity to Observe	Factor may not apply to this position or supervisor has not had the chance to observe.

Job Knowledge & Technical Skills	RATING
Demonstrates knowledge and skills necessary to perform job effectively. Understands expectations of job and strives to improve job knowledge and expertise. Possesses technical knowledge necessary to effectively perform duties and responsibilities.	

Comments / Explanations:

Quality & Quantity of Work	RATING
Exhibits accuracy, neatness, thoroughness, and attention to detail in performance of job responsibilities. Demonstrates efficient use of time; produces appropriate volume of work and meets assigned deadlines and goals.	

Comments / Explanations:

Interpersonal Skills	RATING
Establishes and maintains effective working relationships with others. Displays positive attitude towards others and work responsibilities. Cooperation and ability to work with supervisor, co-workers, students, and customers served. Acts as team member in accomplishment of assigned tasks. Encourages and accepts constructive feedback.	

Comments / Explanations:

Customer Service	RATING
Delivers friendly, courteous service in a timely manner. Listens carefully and responds to customer requests and problems.	

Comments / Explanations:

Communication Skills	RATING
Effectively conveys ideas and information orally and/or in writing.	

Comments / Explanations:

Attendance & Dependability	RATING
Assumes full responsibility for assigned tasks, his/her actions, and those he/she supervises. Exhibits consistency, promptness, and dependability in adherence to work hours and productivity.	

Comments / Explanations:

Initiative	RATING
Employee is self-starting and takes appropriate independent action when necessary. Contributes new ideas or methods. Seeks new and better ways to accomplish tasks and/or actively seeks increased job productivity.	

Comments / Explanations:

Leadership / Supervisory Skills (<i>for individuals with supervisory responsibilities</i>)	RATING
Demonstrates ability to motivate others to assist in the achievement of job, departmental, and campus goals and objectives. Effectively delegates, defines responsibilities, sets priorities, and evaluates and communicates with subordinates. Uses problem solving and decision making abilities.	

Comments / Explanations:

Attitude	RATING
Demonstrates professionalism, enthusiasm, and interest regarding position responsibilities. Displays an attitude that promotes a positive image of the office, department, and college.	

Comments / Explanations:

OTHER – factor not identified above, but important to the position (OPTIONAL)	RATING

Comments / Explanations:

OTHER – factor not identified above, but important to the position (OPTIONAL)	RATING

Comments / Explanations:

PART II: EVALUATOR'S COMMENTS

Answer the following questions. Attach additional sheets if necessary.

1. List areas of proficiencies and job accomplishments:

2. List specific areas which need improvement (include specific examples and recommended suggestions employee will undertake to improve or enhance job performance):

3. Goals and objectives recommended for next evaluation period:

4. Considering all the performance factors and evaluation criteria, as well as the relative or weighted importance of each factor to the overall job, summarize the employee's **OVERALL** performance during this evaluation period?

Please check the appropriate category.

_____	Outstanding	Exceptional and superior; consistently goes above and beyond all performance expectations.
_____	Highly Effective	Better than satisfactory; regularly performs beyond most job performance expectations.
_____	Satisfactory	Meets expected job performance standards.
_____	Needs Improvement	Some duties are performed satisfactorily, but areas of improvement are needed.
_____	Unsatisfactory	Does not meet expected job performance. Immediate and significant improvement is required.

5. Comments regarding overall performance level:

PART III: EMPLOYEE COMMENTS (OPTIONAL)

Attach additional sheets if necessary.

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

*** My signature indicates that my performance evaluation has been discussed with me by my supervisor – NOT that I agree or disagree with the evaluation. **
If you disagree with this evaluation, you have the right to respond in writing within 3 days and to have the comments attached to this evaluation.*

Dean's Signature: _____ Date: _____

Upon completion of signatures, provide a copy of this review to the employee and forward original to Human Resources.