



CLASSIFIED EMPLOYEE EVALUATION APPRAISAL FORM

<b>Last Name</b>	<b>First</b>	<b>Middle</b>
<b>Banner ID#</b>	<b>Department</b>	
<b>Position</b>	<b>Job Title</b>	
<b>Evaluation type:</b>	Biennial Review	Probationary      Other
<b>Reporting period:</b>	From	To

**Part 1: Duties**

<b>Duty</b>	<b>% of job</b>	<b>Essential Function:</b>	<b>yes</b>	<b>no</b>
<input type="checkbox"/> Exhibits understanding and mastery; needs minimal supervision. Exercises good judgment in dealing with non-routine work situations. <input type="checkbox"/> Performance is highly competent; working toward mastery. Needs direction only in non-routine work situations. <input type="checkbox"/> Competent performance. Needs occasional supervision on some routine aspects of this job function. <input type="checkbox"/> Needs improvement. Requires continuing supervision to complete routine tasks in this job function <input type="checkbox"/> Unsatisfactory performance. (Narrative comment required - give examples.) Narrative Comments:				
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**Part 2: Behavioral Factors**

**Attendance. Consider absences, times arriving late, length of lunch/breaks, and use of leave time.**

- Arrives on time and begins work promptly. Pre-arranges time-off with appropriate notice; does not extend breaks or lunches.
- Occasionally absent, late or leaves early without appropriate notice.
- Problems with attendance, punctuality or misuse of leave time. (Narrative comment required - give examples including dates.)

Narrative Comments:

**Dependability. Consider degree of supervision required, and ability to follow instructions and complete tasks.**

- Anticipates and prioritizes work, clarifying directions and timelines. Tracks and completes tasks in a timely manner, without reminder.
- Tracks and completes assigned work independently after initial instruction and feedback.
- Requires only occasional supervision to adhere to goals and timelines.
- Needs frequent supervision or reorientation on job goals, timelines or procedures.
- Needs constant supervision in order to produce adequate work. (Narrative comment required - give examples.)

Narrative Comments:

**Customer Service. Consider attitude, helpfulness, knowledge, and communication skills towards those the College and department serves.**

- Represents the department and College well, consistently giving courteous, knowledgeable and thorough service.
- Communicates clearly and appropriately. Effectively deals with difficult customers or with the delivery of a difficult message.
- Positive and supportive of department mission. Gives accurate information. Exhibits patience with customers.
- Does not convey a positive image of the department or College. May be impersonal or perfunctory in dealings with the public. May give confusing or inaccurate information. (Narrative comment required - give examples.)

Narrative Comments

**Productivity. Consider quality (accuracy/appearance) and quantity of work and use of work time.**

- Extraordinary volume of work completed with exceptional quality. Looks for ways to improve productivity of position, unit and department.
- Organized and in control of tasks. Consistently completes a high volume of work in a timely and accurate manner.
- Knows status of tasks. Meets deadlines, and standards for accuracy and quantity. Makes efficient use of time.
- Sometimes loses track of process or tasks. Needs to improve quantity and/or quality of work.
- Work is of unacceptable quality and/or quantity and much must be redone. Requires continuous help in completing assignments. (Narrative comment required - give examples.)

Narrative Comments:

**Cooperation. Consider effectiveness of work relationships with supervisor, co-workers and others.**

- Responds with enthusiasm to challenge and responsibility. Sees beyond own tasks to help fulfill the mission of the department. Responds positively to supervisor and others in the work environment.
- Maintains courteous and cooperative relationships with supervisor and co-workers. Accepts supervision, change and feedback.
- Has occasional difficulty working with supervisor, co-workers and/or accepting constructive criticism.
- Resists direction. Does not cooperate in accomplishing tasks or giving necessary information to others. Is, at times, disruptive. (Narrative comment required - give examples.)

Narrative Comments

**Safety. Consider employee's awareness of and efforts to maintain a healthy and safe working environment.**

- Actively promotes safety in the workplace. Works in compliance with federal, state, College and department safety rules. Makes full use of safeguards, and does not use defective tools or equipment. Identifies and helps prevent potential work hazards and advises co-workers and the public of unsafe conditions or behavior. Reports unsafe conditions to supervisor and/or appropriate College personnel.
- Based on training received, completes work in accordance with federal, state, and College safety rules. Maintains proper care of tools and equipment. Reports work hazards and/or unsafe conditions to supervisor and/or appropriate College personnel.
- Works or displays behavior that is not in compliance with federal, state, College or department safety rules. Does not make full use of safeguards and/or uses defective tools or equipment. Fails to identify known or suspected work hazards and/or fails to report unsafe conditions or behavior to supervisor and/or appropriate College personnel. (Narrative comment required – give examples.)

Narrative Comments:

