



STAFF EVALUATION

1- Unsatisfactory 2-Fair 3-Average 4-Good 5-Excellent N/A-Does not Apply

JOB KNOWLEDGE REVIEW:

- ___ 1. Possesses clear understanding of the tasks and responsibilities of the job.
- ___ 2. Performs duties in an accurate, thorough, and effective manner.
- ___ 3. Shows initiative in performing the job.
- ___ 4. Meets schedules and deadlines accordingly.
- ___ 5. Assumes responsibility for completion of assigned tasks.
- ___ 6. Courteous and helpful to students, administrators, faculty and others.
- ___ 7. Is willing to learn new concept and procedures and carry them out accordingly.

Comments:

DEPENDABILITY REVIEW:

- ___ 1. Displays exceptional performance and attitude.
- ___ 2. Does everything possible to attend work and not abuse breaks; including personal calls.
- ___ 3. Is willing to contribute to the success and development of the institution.

Comments:

PROFESSIONAL BEHAVIOR

- ___ 1. Displays confidence via effective work with associates, subordinates, supervisors, and others.

- ___ 2. Accepts supervision and suggestion for improvement.
- ___ 3. Cooperates with other department of the college.
- ___ 4. Demonstrates team work qualities and supports other members.
- ___ 5. Begins work promptly on arrival and displays time management by completing assigned task on time.
- ___ 6. Does not allow personal bias or feelings to interfere with other colleagues.

Comments:

PERSONAL QUALITIES REVIEW:

- ___ 1. Displays professional appearance and hygiene in clothing, uniform, and grooming.
- ___ 2. Demonstrates mature judgement, good attitude, and self-confidence.
- ___ 3. Practices tactfulness, shows compassion and demonstrates respect for others, as well as supportive and reassuring.
- ___ 4. Is flexible when conditions warrant.
- ___ 5. Possesses health and stamina for effective job performance.

Comments:

GENERAL COMMENTS:

Supervisor: _____ Date: _____

I have seen this report: _____ Date: _____

Employee Signature