

Classified Staff Evaluation

Name: _____

Department: _____

Position Title: _____

Evaluation Period: From _____ To _____ Type of Review: Annual Probationary

1. Quality of Work: The degree of excellence of the work performed over the entire rating period. The employee's work is rated against acceptable methods and procedures

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

2. Quantity of Acceptable Work: Refers to the amount of work required to meet job standards. Does the employee produce enough work so that he/she is clearly an asset to the University?

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

3. Planning and Organization: The degree to which the work is systematized to be efficient and effective

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

4. **Job Knowledge/Skills:** The employee should understand the principles and methods of his/her job as well as University policies, rules and regulations. Does the employee demonstrate proficiency in the skills related to the job?

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

5. **Attendance:** This reflects absence from work for any reason. Refers to punctuality in reporting to work and whether the employee can be relied in to be working when and where he/she is supposed to be.

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

6. **Teamwork/Relationship with Public:** The factor related to the employee's ability to work productively and compatibly with others in group situations. Refers to all public contact made through personal conversation, telephone conversation, correspondence and day-to-day appearance before the public

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

7. **Acceptance of Responsibility:** Refers to the degree of willingness the employee exhibits when given responsibility and the manner in which this responsibility is carried out.

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

8. Acceptance of Change: Is the employee adaptable and flexible to new procedures, new equipment, new personnel, etc.?

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

9. Dependability/Meeting Deadlines: Refers to the consistency in which the employee completes tasks according to the standards set and in the time allotted.

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

10. Ability to Handle Stress: Is the employee able to handle the job when the pace pressure or/and tempo are demanding and remain calm in the situation?

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

11. Initiative: Does the employee act to produce more efficient, productive or economical methods and procedures?

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

12. **Creativity:** Refers to talent for having new ideas, for finding new and better ways of doing things and being imaginative.

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

13. **Attitude:** This reflects the way the employee demonstrates his/her feelings toward his/her job and the University in general.

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Unsatisfactory Performance	Performance needs improvement and/or development	Satisfactory Performance	Outstanding Performance	Superior Performance

Comments:

List of Specific Goals and Growth Expectations:
(To be completed jointly by employee and supervisor)

Supervisors Overall Observation about the Staff Members Contribution:

Supervisor's Signature

Date

Employee's Comments:

Employee's Signature

Date