



CLASSIFIED STAFF PERFORMANCE APPRAISAL

Last Name	First Name	Date
Class Title		Department
Length of time you have supervised employee Years Months	For probationary employee appraisal: Do you recommend that this employee be retained? Yes <input type="checkbox"/> No <input type="checkbox"/>	

- 3-Month Probation
- 6- Month Probation
- 9- Month Probation
- Annual Appraisal

Instructions

- An employee is to be evaluated in conjunction with the essential functions of his/her respective job description. Read the essential functions *prior* to beginning this process.
- Read the suggested standards of performance and check the appropriate box indicating the employee's performance for the standards that apply.
- Use the comment box next to the standard to explain your rating.
 - All ratings **above** "Standard" must be supported by a statement of facts.
 - All ratings **below** "Standard" must be discussed with the employee prior to the evaluation and supported by a statement of facts.
 - Comments of special commendation should also be made.

Excellent	Above Standard	Standard	Improvement Needed	Unsatisfactory
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	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1. Knowledge of Work <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> Comprehends mission of department and college. Demonstrates understanding of all job duties. Applies skills and knowledge of all job duties. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2. Quality of Work <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> Work is consistently thorough. Produces quality work and shows care in its preparation. Work is accurate, neat and presentable. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 3. Productivity <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> Resourceful. Appropriate volume of work. Prioritizes work appropriately. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 4. Dependability <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> Prompt and regular in attendance. Ready to begin duties at the assigned hour. Meets expectations regarding meal and break periods. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 5. Communication Skills <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> Speaks effectively and clearly. Writes in a clear, well-organized manner. Listens carefully and follows instructions. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 6. Initiative <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> Identifies issues & initiates solutions when possible. Learns new routines and assignments willingly. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 7. Interpersonal Relations <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> Works well with students, fellow staff, supervisor and the public. Demonstrates sensitivity to diversity. Accepts direction. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 8. Professionalism <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> Respects and maintains confidentiality. Exhibits honesty and integrity. Is cooperative, polite and tactful. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 9. Safety Practices <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> Operates & cares for equipment in a safe manner. Observes and adheres to applicable safety practices. Reports unsafe conditions. 	

Staff Development Plan (optional)	
Staff Development Recommendations	
Development Plan/Approach	
Results Timeline	
Development Plan 1: Based on improvement needs. (A separate plan is required for each rating below <i>Standard</i>.)	
Development Need	
Development Plan/Approach	
Results Timeline	
Development Plan 2: Based on improvement needs. (A separate plan is required for each rating below <i>Standard</i>.)	
Development Need	
Development Plan/Approach	
Results Timeline	

See page 3 for additional plans.

Signatures		
Supervisor's (Evaluator) Signature	Title	Date
This report has been discussed with me. Signing this form does not necessarily mean that I agree with all the ratings. I understand that I have the right to submit a response to my rating within 10 working days. This response is to be attached to my evaluation and placed in my personnel file.		
Employee's Signature	I agree with the evaluation I disagree with the evaluation and may respond.	Date
Immediate Supervisor of Evaluator's Signature	Title	Date

Development Plan 3: Based on improvement needs. (A separate plan is required for each rating below *Standard*.)

Development Need

Development Plan/Approach

Results Timeline

Development Plan 4: Based on improvement needs. (A separate plan is required for each rating below *Standard*.)

Development Need

Development Plan/Approach

Results Timeline

Development Plan 5: Based on improvement needs. (A separate plan is required for each rating below *Standard*.)

Development Need

Development Plan/Approach

Results Timeline

Development Plan 6: Based on improvement needs. (A separate plan is required for each rating below *Standard*.)

Development Need

Development Plan/Approach

Results Timeline