

**APPENDIX G**

**PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES**

**Evaluation Status:**  
 3 month probationary  
 5 month probationary  
 Annual \_\_\_\_\_  
 (year)  
 Other \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_  
 State Title \_\_\_\_\_  
 Working Title \_\_\_\_\_  
 Department \_\_\_\_\_  
 Anniversary Date in College Service \_\_\_\_\_  
 Anniversary Date in Working Title \_\_\_\_\_

**PART A.**

<b>DEFINITION FOR RATING TO BE APPLIED:</b>	
<p><b>SUPERIOR:</b> Accomplished all goals or performed all tasks and excels in a substantial manner.</p> <p><b>ABOVE STANDARD:</b> Performs all tasks above departmental standards;</p> <p><b>GOOD:</b> Average performance; meets departmental standards.</p>	<p><b>FAIR:</b> Below average performance but improving and potentially acceptable.</p> <p><b>UNSATISFACTORY:</b> Many goals unrealized or many tasks not performed.</p> <p><b>NOT ACCEPTABLE:</b> Not applicable to job.</p> <p><i>Specific examples must be cited in the space provided for comments.</i></p>

		SUPERIOR	ABOVE STANDARD	GOOD	FAIR	UNSATISFACTORY	NOT APPLICABLE
<b>A.1. QUALITY AND QUANTITY OF WORK:</b>							
A.	Demonstrates knowledge of job						
B.	Amount of work accomplished						
C.	Performs work with accuracy						
D.	Work is neat and presentable						
E.	Work is thorough						
F.	Organizes work appropriately						

**Supervisor's Comments:**

**Employee's Comments:**

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		SUPERIOR	ABOVE STANDARD	GOOD	FAIR	UNSATISFACTORY	NOT APPLICABLE
<b>A.2.</b>	<b>WORK HABITS</b>						
A.	Is regular in attendance at work						
B.	Observes established working hours						
C.	Completes work on time						
D.	Demonstrates the ability to work without immediate supervision						
E.	Complies with departmental and College policies						
F.	Complies with instructions, rules and regulations, including health and safety precautions.						

<b>Supervisor's Comments:</b>
<b>Employee's Comments:</b>

		SUPERIOR	ABOVE STANDARD	GOOD	FAIR	UNSATISFACTORY	NOT APPLICABLE
<b>A.3.</b>	<b>WORK ATTITUDES</b>						
A.	Endeavors to improve work techniques						
B.	Accepts new ideas and procedures						
C.	Accepts constructive criticism and suggestions						
D.	Accepts responsibility						
E.	Exercises Judgement						
F.	Adapts to emergency situations						

<b>Supervisor's Comments:</b>
<b>Employee's Comments:</b>

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		SUPERIOR	ABOVE STANDARD	GOOD	FAIR	UNSATISFACTORY	NOT APPLICABLE
<b>A.4.</b>	<b>RELATIONSHIPS WITH OTHERS</b>						
A.	Works well with co-workers						
B.	Works well with the public						
C.	Cooperates with supervisors and other staff members						
D.	Observes established channels of communication						

<b>Supervisor's Comments:</b>
<b>Employee's Comments:</b>

<b>A.3. SUPERVISORY ABILITY (where applicable):</b>							
A.	Demonstrates leadership ability						
B.	Makes timely decisions						
C.	Is fair and impartial in relationship with subordinates						
D.	Trains and instructs subordinates						
E.	Maintains acceptable performance standards among employees						

<b>Supervisor's Comments:</b>
<b>Employee's Comments:</b>

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**Part B.**

**COMMENTS OF DEPARTMENTAL SUPERVISOR WHO PERFORMED THIS  
EVALUATION**

**Recommendation:**

- Retention
- Dismissal
- No Action required
- Other \_\_\_\_\_

\_\_\_\_\_  
*Signature and Title of Departmental Supervisor*

\_\_\_\_\_  
*Date*

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**COMMENTS OF EMPLOYEE:**

\_\_\_\_\_  
*Date of discussion with Supervisor*

\_\_\_\_\_  
*Signature of Employee (Does not imply Agreement or Disagreement with Evaluation)*

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**Part C.**

**COMMENTS OF INTERMEDIATE SUPERVISOR AND/OR PERSONNEL OFFICER  
WHO REVIEWED THIS EVALUATION:**

<p><b>Recommendation:</b></p> <p><input type="checkbox"/> Retention</p> <p><input type="checkbox"/> Dismissal</p> <p><input type="checkbox"/> No Action required</p> <p><input type="checkbox"/> Other _____</p>
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\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

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**COMMENTS OF EMPLOYEE:**

\_\_\_\_\_

*Signature of Employee (Does not imply Agreement or Disagreement with Evaluation)*

\_\_\_\_\_

*Date*