

Appendix B
PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES

NAME:	EMPLOYEE NUMBER:
CLASSIFICATION:	DIVISION OR COLLEGE:
EVALUATION PERIOD:	STATUS: <input type="checkbox"/> Probationary <input type="checkbox"/> Permanent
REVIEWED JOB CLASSIFICATION DESCRIPTION DURING EVALUATION CONFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO	

RATINGS: **A—EXCEEDS WORK PERFORMANCE STANDARDS**
 B—MEETS WORK PERFORMANCE STANDARDS
 C—NEEDS IMPROVEMENT

PERFORMANCE STANDARDS	*	A	B	*	C	COMMENTS (Site Specific Suggestions or Examples)
1. QUALITY OF WORK: Employee demonstrates job knowledge and is accurate, neat, well organized, and thorough.						
2. QUANTITY OF WORK: Employee is productive and meets reasonable standards						
3. WORK HABITS: Employee shows good daily attendance, is punctual, orderly, complies with rules, regulations and instructions and works without immediate supervision.						
4. PERSONAL QUALITIES: Employee uses good judgment, shows initiative, is professional in manner and demeanor and adapts to emergency and new situations.						
5. RELATIONSHIP WITH OTHERS: Employee works effectively and courteously with fellow employees, students and the public.						
6. SUPERVISORY QUALITIES (if applicable): Employee exhibits leadership, impartiality and fairness in making decisions. Shows good judgment in assigning work and communicates effectively. Assignments are completed in an effective and timely manner.						
7. OTHER FACTORS NOT LISTED ABOVE (Attach additional sheets if necessary)						
8. OVERALL PERFORMANCE RATING (*A-consider Notice of Outstanding Performance) (*C-consider Notice of Unsatisfactory Performance)						OVERALL ASSESSMENT

Classification of Position: Do the primary duties of the employee fall within his/her assigned class? If "NO", attach a statement listing duties and responsibilities considered inappropriate to the class. Supervisor: yes no Employee: yes no

Supervisor's signature

Date

My signature is an acknowledgment that I have seen and discussed this evaluation with my supervisor, but does not necessarily imply agreement with the evaluation. I understand that I have the right to respond to any derogatory evaluation or statement and attach such response to this evaluation.

Employee's signature

Date

Signature of next level of authority

Date

Vice President's signature

Date