

**CLASSIFIED PERSONNEL PERFORMANCE APPRAISAL**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Position \_\_\_\_\_ Department \_\_\_\_\_

Appraisal Period: Date from \_\_\_\_\_ Date to \_\_\_\_\_

**Directions**

Rate each criterion using the scale below that most closely describes the employee’s performance. Supporting comments must be entered for a rating of (U) Unsatisfactory or (CO) Clearly Outstanding in any block. Evaluator is required to suggest goals for improvement on each area rated (BE) Below Expectations.

**Rating Scale**

- N/A Not Applicable
- CO Clearly Outstanding Performance is consistently far superior to what is normally expected.
- EE Exceeds Expectations Performance is consistently above standard.
- ME Meets Expectations Performance is within standard and presents no significant problems.
- BE Below Expectations Performance is below standards and problems exist.
- U Unsatisfactory Performance is consistently unacceptable.

DOMAINS	RATING SCALE	PERFORMANCE CRITERIA AND STATEMENTS  (Refer to behavior indicators for rating each criteria.)	COMMENTS
I. PERSONAL EFFECTIVENESS	<p>_____ 1. <b>Positive Attitude:</b> Presents a positive role model for students, other campus personnel, and the community that supports the mission of the college district and establishes good will.</p> <p>_____ 2. <b>Cooperation:</b> Works effectively with others by being polite, courteous, pleasant, and is always willing to help.</p> <p>_____ 3. <b>Dependability:</b> Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.</p> <p>_____ 4. <b>Judgment:</b> Exhibits good judgment in decision making and problem solving. Handles pressure with stability and alertness.</p> <p>_____ 5. <b>Initiative:</b> Recognizes needs of job and suggests ways to improve efficiency and productivity.</p>		

DOMAINS	RATING	PERFORMANCE CRITERIA AND STATEMENTS (Refer to behavior indicators for rating each criteria.)	COMMENTS
II. PERFORMANCE EFFECTIVENESS	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>6. Ensures all written correspondence is accurate and is properly routed.</p> <p>7. Maintains proper files in a conscientious and organized manner.</p> <p>8. Exercises good telephone etiquette, takes reliable messages, and routes calls to appropriate staff.</p> <p>9. Promptly responds to routine inquiries and requests from students, parents, personnel, and instructors, enhancing the policy of recruitment.</p> <p>10. Requires minimum or no supervision and is almost always accurate on assigned tasks.</p>	
III. PROFESSIONAL EFFECTIVENESS	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>11. <b>Complies with Policies and Procedures:</b> Follows college policies and procedures pertaining to the job assignment.</p> <p>12. <b>Job Knowledge:</b> Demonstrates proficiency in all duties and responsibilities of assigned position.</p> <p>13. <b>Volume of Work:</b> Capably handles a multitude of tasks. Very industrious.</p> <p>14. <b>Use of Equipment and Materials:</b> Demonstrates proper maintenance, care, storage, and use of equipment and materials.</p> <p>15. <b>Safety and Security:</b> Maintains proper safety and security precautions to prevent unnecessary or unreasonable risk of injury to self or to others.</p> <p>16. <b>Self-Improvement:</b> Seeks to improve job performance through self-improvement, education, skill development, training, and goal setting.</p>	
IV. SUPERVISORY EFFECTIVENESS	<p>_____</p> <p>_____</p>	<p>17. <b>Supervision:</b> Effective in leading, guiding, and accepting responsibility for personal actions and for those of employees.</p> <p>18. <b>Management of Resources:</b> Anticipates work area needs for materials, equipment, and staffing and administers projects effectively.</p>	

Supervisor's Recommended Goals:

Comments by Employee:

Overall Rating of Employee's Reference (check one)

**Clearly Outstanding:** Performance is consistently far superior to what is normally expected.

**Exceeds Expectations:** Performance is consistently above standard.

**Meets Expectations:** Performance is within standard and presents no significant problems.

**Below Expectations:** Performance is below standards and problems exist.

**Unsatisfactory:** Performance is consistently unacceptable.

The appraisal has been discussed with me by my supervisor. I have read and received a copy of this appraisal.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date