

The following evaluation of your work performance has been completed by your supervisor. This evaluation was based on factors applicable to your duties and responsibilities. More than one statement may be applicable in evaluation the factors in the left margin.

						<u>COMMENTS</u>
<p>1. PRODUCTIVITY Quality of Work Considered were the accuracy, efficiency, and completeness of your work, including dependability of results.</p> <p>Quantity of Work Considered was the amount of work produced together with the necessity of close supervision.</p>	<input type="checkbox"/> Does not meet minimum standards <input type="checkbox"/> Frequent and excessive errors <input type="checkbox"/> Often unacceptable <input type="checkbox"/> Does not meet minimum standards <input type="checkbox"/> Very slow worker <input type="checkbox"/> Requires close supervision	<input type="checkbox"/> Careless, inclined to make mistakes-barely acceptable work <input type="checkbox"/> Improvement needed <input type="checkbox"/> Works at slow pace <input type="checkbox"/> Improvement needed	<input type="checkbox"/> Work generally acceptable <input type="checkbox"/> Occasionally errors <input type="checkbox"/> Good quality <input type="checkbox"/> Volume of work generally meets standards <input type="checkbox"/> Needs normal supervision	<input type="checkbox"/> Work seldom needs checking <input type="checkbox"/> Consistently of high quality <input type="checkbox"/> Turns out good volume <input type="checkbox"/> Requires little supervision <input type="checkbox"/> Accomplishments consistently high	<input type="checkbox"/> Exceptionally accurate and capable <input type="checkbox"/> Unusually high results and volume	
<p>2. RELATIONSHIP WITH OTHERS. Effectiveness in working with supervisors, fellow employees and public. Traits considered were tact, courtesy, self-control and discretion.</p>	<input type="checkbox"/> Not effective in working with others <input type="checkbox"/> Often antagonizes other people <input type="checkbox"/> Lacks tact <input type="checkbox"/> Needs to be more businesslike <input type="checkbox"/> Poor attitude <input type="checkbox"/> Argumentative	<input type="checkbox"/> Needs improvement in attitude and manner <input type="checkbox"/> Has tendency to resent taking direction from supervisor	<input type="checkbox"/> Works well with others <input type="checkbox"/> Good attitude <input type="checkbox"/> Accepts constructive criticism <input type="checkbox"/> Tries to be cooperative	<input type="checkbox"/> Very effective in dealing with public and associates <input type="checkbox"/> Exercises discretion and tact	<input type="checkbox"/> Stimulates teamwork and good attitude in others <input type="checkbox"/> Exceptional in dealing with public and associates	
<p>3. WORK HABITS Considered was your attitude toward your work, safe and effective use of personnel, materials and equipment, compliance with rules, and regulations and carrying out assignments. Other personal habits as they may affect your work and use of time.</p>	<input type="checkbox"/> Little interest in work <input type="checkbox"/> Does not follow prescribed work procedures <input type="checkbox"/> Needs constant watching <input type="checkbox"/> Undependable	<input type="checkbox"/> Gives up easily <input type="checkbox"/> Has some difficulty in following prescribed work procedures <input type="checkbox"/> Needs to show more interest in work	<input type="checkbox"/> Generally acceptable work	<input type="checkbox"/> Consistently up to and somewhat above work standards	<input type="checkbox"/> Exceptional work habits and attitude toward job <input type="checkbox"/> Seldom requires supervision	
<p>4. JOB KNOWLEDGE Considered was basic knowledge of job; familiarity with other departmental functions related to job; understanding and observance of specific job duties.</p>	<input type="checkbox"/> Definite lack of knowledge <input type="checkbox"/> Very little understanding of job duties <input type="checkbox"/> Needs considerable instruction	<input type="checkbox"/> Inadequate knowledge of duties <input type="checkbox"/> Understanding of job duties not sufficient	<input type="checkbox"/> Has adequate knowledge of duties <input type="checkbox"/> Needs a little additional instruction	<input type="checkbox"/> Good knowledge of duties. Well informed <input type="checkbox"/> Occasionally needs direction	<input type="checkbox"/> Excellent understanding of job assignments <input type="checkbox"/> Requires very little direction. Extremely capable	
<p>5. ATTENDANCE AND PUNCTUALITY Considered were frequency and number of absences and latenesses and observances of lunch hour and break periods.</p>	<input type="checkbox"/> Excessive absence or tardiness <input type="checkbox"/> Absent from work without adequate notice or documentation <input type="checkbox"/> Abuses lunch hours and work breaks	<input type="checkbox"/> Lax in attendance and reporting for work on time <input type="checkbox"/> Improvement needed in _____	<input type="checkbox"/> Generally acceptable	<input type="checkbox"/> Very good attendance record <input type="checkbox"/> Rarely tardy <input type="checkbox"/> Prompt in lunch hours and break periods	<input type="checkbox"/> Excellent overall attendance record	
<p>6. PROMOTABILITY (Applicable for Annual Evaluation of Permanent Staff Only) Considered to be an expression of your supervisor's opinion with respect to your ability to progress.</p>	<input type="checkbox"/> Has not demonstrated overall qualities needed for advancement <input type="checkbox"/> Unwilling to accept additional responsibilities	<input type="checkbox"/> Improvement needed before promotion can be recommended	<input type="checkbox"/> Should be considered for promotion	<input type="checkbox"/> Willing to accept responsibility – Recommended for promotion	<input type="checkbox"/> Excellent candidate for promotion. Can be recommended without reservation	

SUPERVISOR'S OVERALL RATING AND RECOMMENDATION

OVERALL RATING: Satisfactory Unsatisfactory

I RECOMMEND:

continued employment employment be discontinued tenure (for final report only)

PRINT NAME/TITLE

SIGNATURE/DATE

EMPLOYEE'S ACKNOWLEDGEMENT

I have reviewed this report on the date indicated and have had the opportunity to discuss it with my rating supervisor(s). My signature does not necessarily signify agreement. I understand that I may submit a written rebuttal, which will be attached to this evaluation and placed in my personnel file.

SIGNATURE OF EMPLOYEE

DATE

EMPLOYEE REFUSED TO SIGN

WITNESS SIGNATURE

DATE

**LAGUARDIA COMMUNITY COLLEGE, CUNY
CLASSIFIED STAFF
EMPLOYEE PERFORMANCE EVALUATION FORM**

NAME OF EMPLOYEE: _____

DEPARTMENT: _____

TITLE: _____

EVALUATION PERIOD:

STATUS:

From: _____ To: _____

Permanent

TYPE OF EVALUATION:

Provisional/Temporary

Annual

Special

Quarterly

Probationary: Probable Permanent

1st _____; 2nd _____; 3rd _____; Final _____

INSTRUCTIONS

- Carefully read the definitions for each factor listed on page 2.
- In each instance check off the statement(s) that best describe the employee's performance in the factor being considered. Add any comments which you feel will help in making a fair appraisal.
- When rating each factor, call to mind instances that are typical of the employee's work performance and behavior. Do not be overly influenced by unusual cases which are not typical.
- Be fair to yourself, the employee, and the College select your ratings with the utmost care and thought; it should represent a fair and objective judgment of the employee's work performance during the rating period..
- The overall rating on page 4 should be consistent and in general agreement with the ratings given for the individual factors on pages 2 and 3.

***** DO NOT WRITE BELOW THIS LINE *****

Please Return to the Human Resources Office By

*****FOR HUMAN RESOURCES USE ONLY*****

Date received by Human Resources Office