# APPENDIX G PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES

onth probationary	7				Grade					
	′	State Title								
onth probationary	7	Working Title								
ual	(vear)	Department								
er	(year)	Anniversary Date in	n College Service							
		Anniversary Date in	n Working Title							
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ION FOR RATI	ING TO BE A	PPLIED:								
NDABLE:	performed all	tasks and excels in a	NEEDS IMPROVEMENT:						le.	
STANDARD:			UNACCEPTABLE:				ed or m	any tas	ks	
ENT:			NOT APPLICABLE:	Not applicable to job. Specific examples must be cited in the Space provided for comments.					the	
				OMMENDABLE	BOVE STANDARD	OMPETENT	EEDS IPROVEMENT	NACCEPTABLE	NOT APPLICABLE	
DUALITY ANI	D OUANTIT	Y OF WORK		l .				I		
_	_									
	•									
		7								
Appropriate amo	ount of work	accomplished								
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EMPLOYEE'S COMMENTS:										
	DUALITY AND Demonstrates known is neat and organizes work uppropriate amount of the control of t	CON FOR RATING TO BE AND ABLE: Accomplished performed all substantial materials and a substantial materials. Average performental standard mental standard men	Anniversary Date in Annive	Anniversary Date in College Service Anniversary Date in Working Title  ON FOR RATING TO BE APPLIED:  NDABLE: Accomplished all goals or performed all tasks and excels in a substantial manner.  TANDARD: Performs all tasks above departmental standards.  ENT: Average performance meets departmental standards  NOT APPLICABLE:  PUALITY AND QUANTITY OF WORK  Permonstrates knowledge of job erforms work with accuracy  Vork is neat and presentable  Vork is thorough  Priganizes work appropriately  Ppropriate amount of work accomplished  ISOR'S COMMENTS:	Anniversary Date in College Service Anniversary Date in Working Title  ON FOR RATING TO BE APPLIED:  NDABLE: Accomplished all goals or performed all tasks and excels in a substantial manner.  TANDARD: Performs all tasks above departmental standards.  ENT: Average performance meets departmental standards  ENT: Average performance meets departmental standards  OUALITY AND QUANTITY OF WORK  Temonstrates knowledge of job erforms work with accuracy  Fork is neat and presentable  Fork is thorough  Figanizes work appropriately  Anniversary Date in College Service  NEEDS  Below a improvi  IMPROVEMENT: Many genot performed in proving the proving supproving the proving supproving the proving supproving supproving the proving supproving the proving supproving the propriate amount of work accomplished  ISOR'S COMMENTS:	Anniversary Date in College Service Anniversary Date in Working Title  ON FOR RATING TO BE APPLIED: NDABLE: Accomplished all goals or performed all tasks and excels in a substantial manner.  TANDARD: Performs all tasks above departmental standards.  ENT: Average performance meets departmental standards  ENT: Average performance meets departmental standards  ENT: Average performance meets departmental standards  ONT APPLICABLE: Not applicable Specific examp Space provided  COMMENDABLE  COMMENDABLE  OVA ABOOVE STANDABLE  OVA K is neat and presentable  Ovak is neat and presentable  Ovak is thorough  Ov	Anniversary Date in College Service  Anniversary Date in Working Title  ON FOR RATING TO BE APPLIED:  NDABLE: Accomplished all goals or performed all tasks and excels in a substantial manner.  TANDARD: Performs all tasks above departmental standards.  ENT: Average performance meets departmental standards  ENT: Average performance meets departmental standards  NOT APPLICABLE: Not applicable to job Specific examples mental standards  VOT APPLICABLE: Not applicable to job Specific examples mental standards  NOT APPLICABLE: Not applicable to job Specific examples mental standards  PUALITY AND QUANTITY OF WORK  Temonstrates knowledge of job erforms work with accuracy  Vork is neat and presentable  Vork is thorough  Traganizes work appropriately  Toppropriate amount of work accomplished  ISOR'S COMMENTS:	Anniversary Date in College Service Anniversary Date in Working Title  ON FOR RATING TO BE APPLIED:  WDABLE: Accomplished all goals or performed all tasks and excels in a substantial manner.  TANDARD: Performs all tasks above departmental standards.  ENT: Average performance meets departmental standards  ENT: Average performance meets departmental standards  ENT: Average performance meets departmental standards  FOR APPLICABLE: Many goals unrealized or mot performed.  NOT APPLICABLE: Not applicable to job. Specific examples must be commended for commendation of the provided for commendat	Anniversary Date in College Service Anniversary Date in Working Title  ON FOR RATING TO BE APPLIED: NDABLE: Accomplished all goals or performed all tasks and excels in a substantial manner.  TANDARD: Performs all tasks above departmental standards.  ENT: Average performance meets departmental standards  ENT: Average performance meets departmental standards  NOT APPLICABLE: Not applicable to job. Specific examples must be cited in Space provided for comments.  OMMEROVEMENT: ON ABDOVE STANDARD ABLE COMMEROVEMENT OF WORK Permonstrates knowledge of job erforms work with accuracy Vork is neat and persentable Vork is thorough reganizes work appropriately ppropriate amount of work accomplished ISOR'S COMMENTS:	

		COMMENDABLE	ABOVE STANDARD	COMPETENT	NEEDS IMPROVEMENT	UNACCEPTABLE	NOT APPLICABLE
A.2.	WORK HABITS						
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.						
SUPEI	RVISOR'S COMMENTS:						
EMPL	OYEE'S COMMENTS:						
A.3.	WORK ATTITUDES						
A.	Endeavors to improve work techniques						
B.	Accepts new ideas and procedures						
C.	Accepts constructive criticism and suggestions						
D.	Accepts responsibility						
Е.	Exercises judgement						
F.	Adapts to emergency situations						
SUPEI	RVISOR'S COMMENTS:					Į.	
EMPLOYEE'S COMMENTS:							

		COMMENDABLE	ABOVE STANDARD	COMPETENT	NEEDS IMPROVEMENT	UNACCEPTABLE	NOT APPLICABLE
A.4.	RELATIONSHIPS WITH OTHERS				1	I	
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  RVISOR'S COMMENTS:						
EMPI	OYEE'S COMMENTS:						
A.5.	SUPERVISORY ABILITY (Where applicable)						
A.5.	SUPERVISORY ABILITY (Where applicable)  Demonstrates leadership ability						
	Demonstrates leadership ability						
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A. B.	Demonstrates leadership ability  Makes timely decisions						
A. B. C. D. E.	Demonstrates leadership ability  Makes timely decisions  Is fair and impartial in relationships with subordinates						

	APPENDIA U	
PART B.		
COMMENTS OF DEPARTMENTAL SUPERV	ISOR WHO PERFORMED THIS EVALUATION:	
Probationary 3 Month & 6 Month Evaluation  Recommendation:		
Retention		
☐ Dismissal		
Annual or Other Evaluation  Recommendation:		
☐ No Action Required		
Other (Explain/Specify)		
	Signature and Title of Departmental Supervisor	Date
COMMENTS OF EMPLOYEE:		

Date of discussion with Supervisor

PART C.							
COMMENTS OF INTERMEDIATE SUPERVISOR AND/OR PERSONNEL OFFICER WHO REVIEWED THIS EVALUATION:							
Probationary 3 Month & 6 Month Evaluation Recommendation:	1						
Retention							
Dismissal							
Annual or Other Evaluation	1						
Recommendation:							
☐ No Action Required							
Other (Explain/Specify)							
	Signature	Date					
COMMENTS OF EMPLOYEE:							