

Classified/ Confidential Staff Evaluation

Name:		Date:	
Unit:		Title:	
		Supervisor:	

Self Evaluation (Use of this form for self-assessment is optional, not required.)

Supervisor Evaluation

EVALUATION TYPE: Annual -Year _____ (indicate year)

INSTRUCTIONS:

- Using the Performance Measure descriptions below, check the box that best describes the employee’s demonstrated performance.
- If the performance measure of “Needs Improvement” is used, there must be a supporting comment and/or example provided.
- The Performance Summary at the end of the document is used to provide feedback on overall performance.

PERFORMANCE MEASURE DESCRIPTIONS

Needs Improvement	Meets Standard	Exceeds Standard	Outstanding
<p>Displays inconsistency in meeting the expectations of the performance measures.</p> <p>Work output frequently falls below required expected outcomes and expectations.</p> <p>Cannot be relied upon to perform tasks without direct supervision.</p>	<p>Consistently meets the expectations for this performance measure.</p> <p>Work output regularly achieves desired or required outcomes and expectations.</p> <p>Displays and maintains an effective and consistent level of performance.</p>	<p>Exceeds expectations for this performance measure.</p> <p>Work output displays a level of skill, ability, initiative, and productivity exceeding requirements.</p> <p>High attention to detail is taken in all tasks.</p>	<p>Displays a consistently high level for this performance measure.</p> <p>Work output is completed beyond the level of expectation with thorough attention to detail and time management.</p> <p>Job achievements have added <i>significant</i> value to the goals of the team, the department and/or OCCC.</p>

JOB KNOWLEDGE: Skills, knowledge, and ability applicable to assigned work QUALITY OF WORK: Accuracy, Thoroughness, Safety	Needs Improvement*	Meets Standards	Exceeds Standards	Outstanding
Demonstrates an understanding of unit/ department procedures, policies and applicable regulations related to assigned work				
Demonstrates knowledge of resources, (tools and equipment) related to the job				
Performs to agreed-upon work standards and follows established policies, procedures, and guidelines.				
Performs accurate and thorough work; regularly checks and corrects own work				
Performs all aspects of work in a safe manner; completes trainings as required				

* Supporting comments and/or examples:

INITIATIVE: Determining what needs to be done to accomplish job responsibilities and completing tasks	Needs Improvement*	Meets Standards	Exceeds Standards	Outstanding
Completes work with minimal supervision; begins and completes work requirements without prompting				
Demonstrates ability to solve problems; suggests new and reviewed work processes and procedures				
Seeks out additional work and/or tasks on own when workload is slow, or help is needed				

*Supporting comments and/or examples:

PLANNING & ORGANIZATION: Meeting deadlines, prioritization skills, time management	Needs Improvement*	Meets Standards	Exceeds Standards	Outstanding
Demonstrates ability to organize and complete work effectively and efficiently				
Demonstrates ability to prioritize and use available resources				
Demonstrates ability to foresee impact of decisions or actions on others				

*Supporting comments and/or examples:

ADAPTABILITY: Responsiveness to changing conditions and requirements	Needs Improvement*	Meets Standards	Exceeds Standards	Outstanding
Adapts to new ideas and situations				
Demonstrates flexibility in carrying out job responsibilities and assignments				
Demonstrates willingness and ability to learn new things				

***Supporting comments and/or examples:**

DEPENDABILITY/RELIABILITY: Attendance, conscientiousness, follow-through and meeting commitments	Needs Improvement*	Meets Standards	Exceeds Standards	Outstanding
Maintains regular attendance; requests and receives appropriate authorization for absences.				
Reports to work on time and as scheduled; takes appropriate rest and meal breaks; does not leave work without authorization.				
Follows through on appointments and commitments and provides early notification to appropriate personnel of unanticipated delays or changes in deadlines.				

***Supporting comments and/or examples:**

INTERPERSONAL RELATIONSHIPS: Cooperation, teamwork, tact, courtesy, respect for diversity and the viewpoints of others	Needs Improvement*	Meets Standards	Exceeds Standards	Outstanding
Works well with others; demonstrates willingness to assist and enlist the help of others as needed to work toward common goals.				
Demonstrates courtesy and respect for co-workers, customers, and other contacts, as required.				
Demonstrates ability to resolve conflict constructively and is receptive to constructive criticism.				

***Supporting comments and/or examples:**

PERFORMANCE SUMMARY: Provide detail below on the following:

- Review of Position description and job responsibilities
- Areas of Performance Strengths and Opportunities for Improvement
- Development needs and opportunities

IDENTIFIED GOAL REVIEW: Provide detail below on the following:

IDENTIFIED GOAL FOR COMING YEAR: Provide detail below on the following:

This is to certify that this evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement; but that I have participated in the discussion and have read and understood the evaluation’s content.

My supervisor and I have reviewed the following as part of this assessment:

- Position description and job responsibilities
- Workload
- Development needs and opportunities
- Goals from last year (if applicable) and mutually developed goals for the coming year.

Employee Signature

Date

Supervisor Signature

Date