

EVALUATION OF SUPPORT STAFF

Performance Rating Report

Employee _____ Position _____

Supervisor _____ Date of Evaluation _____

RATING SCALE:

1 = Fails to meet minimum job expectation; 2 = Meets job expectations; N/A = Not applicable

RATING FACTORS

CIRCLE PROPER RATING

1.	<u>QUALITY OF WORK:</u> The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work produced.	1	2	N/A
2.	<u>QUANTITY OF WORK:</u> Volume or amount of satisfactory work done.	1	2	N/A
3.	<u>KNOWLEDGE:</u> Consider the employee's skills and understanding of all phases of the job.	1	2	N/A
4.	<u>ADAPTABILITY:</u> Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.	1	2	N/A
5.	<u>WORK HABITS:</u> Organization of work, care of equipment, safety, industry.	1	2	N/A
6.	<u>Working relationship with students and other employees:</u> Ability to get along with students and coworkers.	1	2	N/A
7.	<u>DEPENDABILITY:</u> Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.	1	2	N/A
8.	<u>ATTITUDE:</u> Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.	1	2	N/A
9.	<u>PERSONAL APPEARANCE:</u> Physical capacity, neatness and grooming if appropriate, personal habits.	1	2	N/A
10.	<u>JUDGEMENT:</u> Soundness of decisions, common sense. appropriate, personal habits.	1	2	N/A
11.	<u>PROFESSIONAL DEVELOPMENT:</u> Consider employee's total growth During rating period.	1	2	N/A

