

College of the Siskiyous
Classified Performance Appraisal

Employee:		Date:			
Supervisor:		Annual	3 months	6 months	1 month
Check one:		Self-Evaluation		Evaluation by Supervisor	

Part I - Job Performance Criteria

Supervisors and employees should review established, specific job duties performed by the employee as stated in the position job description, and the level or standard of expected performance should be identified. Job duties in general are listed on the job description, but each employee has specific tasks to complete which may be added to the job performance criteria list. In the "Comments" section indicate both strengths and weaknesses.

Rating Scale - Place only one "score" in each rating box.

- 1 Unsatisfactory**
- 2 Below performance standards**
- 3 Meets performance standards**
- 4 Above performance standards**
- 5 Consistently exceeds performance standards**

NE Not evaluated - Employee was not evaluated on this job performance criteria. An explanation for not including this criteria must be written in the "Comments" section.

Optional Employee Self-Evaluation		Job Performance Criteria	Supervisor Evaluation	
Rating	Employee Comments		Supervisor Comments	Rating
		Quality of Work <ul style="list-style-type: none"> • Accuracy • Thoroughness • Efficiency • Timeliness • Initiative • Attention to detail • Time management 		
		Quantity of Work <ul style="list-style-type: none"> • Completes work in time assigned • Continues working when things go wrong • Output 		

Optional Employee Self-Evaluation		Job Performance Criteria	Supervisor Evaluation	
Rating	Employee Comments		Supervisor Comments	Rating
		Problem Solving Skills <ul style="list-style-type: none"> • Understands and defines problems clearly • Identifies problem areas • Suggests realistic solutions • Initiates improvements • Sets priorities appropriately 		
		Human Relations Skills <ul style="list-style-type: none"> • Relates effectively with students • Relates effectively with peers • Demonstrates sensitivity to and understanding of the diverse socioeconomic, cultural, and ethnic backgrounds of staff and students • Relates effectively with supervisors 		
		Knowledge of Required Work <ul style="list-style-type: none"> • Understands work to be performed • Has sufficient knowledge to perform work at this time • Continues to update work knowledge • Applies technical, professional knowledge to the job requirements 		
		Work Attitude <ul style="list-style-type: none"> • Willing to attempt new approaches • Personal appearance is appropriate to assigned work • Ability to handle stressful work situations • Is motivated and puts forth effort to accomplish work assignment • Service oriented • Demonstrates positive attitude 		

Optional Employee Self-Evaluation		Job Performance Criteria	Supervisor Evaluation	
Rating	Employee Comments		Supervisor Comments	Rating
		Safety <ul style="list-style-type: none"> • Participates as required in safety training • Performs work in a safe manner • Operates equipment safely • Reports unsafe conditions to supervisor 		
		Attendance <ul style="list-style-type: none"> • Reports to work on-time • Works according to work schedule • Absenteeism is appropriate • Responsive to unexpected needs of college 		
		Organizational Communication Skills <ul style="list-style-type: none"> • Executes directions and plans from immediate manager • Accepts constructive criticism and feedback • Solicits constructive criticism and feedback • Keeps supervisor involved and informed • Understands and uses chain of command • Participates in group problem solving 		
		Other - Not Required <ul style="list-style-type: none"> • • • • 		
	Overall Rating (1, 2, 3 4, or 5)			

Part 2 - Goals and Training

Additional Evaluation	Employee Comments	Supervisor Comments
Goals and <u>new</u> performance standards for next evaluation period		
Training needs or suggestions for ways to improve		
Employee's greatest contribution or achievement		
Campus involvement to further mission of college		
Other		

Part 3 - Signatures

Supervisor:	Date:
Administrator (if necessary):	Date:
<p>I certify that this report has been discussed with me. I also understand my signature below does not necessarily indicate agreement, and that I may make written comments about this evaluation which will be attached and made a part of my permanent personnel file. I have been given the option of completing a self-evaluation. I understand that I will receive a copy of this evaluation.</p>	
Employee:	Date:
Reviewed by Personnel Director:	Date: