

**UNITY COLLEGE
NON-EXEMPT STAFF
PERFORMANCE EVALUATION**

EMPLOYEE: _____ TITLE: _____

DATE: _____ DEPARTMENT: _____

REASON FOR EVALUATION:
 _____ Annual _____ 90 days _____ Probationary _____ Other

EVALUATION PERIOD: from _____ to _____

Instructions: Appraise employee's work performance as it pertains to the current job requirements. Circle the number that best describes the employee's performance. Add comments when necessary.

1=OUTSTANDING: Performance significantly always exceeds requirements in essential job areas.
2=EXCEEDS EXPECTATIONS: Performance frequently exceeds requirements in essential job areas.
3=MEETS EXPECTATIONS: Performance consistently meets requirements in essential job areas.
4=NEEDS IMPROVEMENT: Performance needs improvement in essential job areas.
5=UNSATISFACTORY: Performance is regularly unacceptable in one or more essential job areas.

FACTORS	PERFORMANCE LEVEL	COMMENTS
Quality: Thoroughness, accuracy, and dependability of results regardless of volume.	1 2 3 4 5	
Quantity: Volume of work completed under normal conditions regardless of errors.	1 2 3 4 5	
Knowledge of job: Knowledge of job gained through experience, general education and specialized training.	1 2 3 4 5	
Initiative: Takes responsibility for determining what needs to be done, strives for self-improvement; participates in training programs; exhibits willingness and ability to accept changes in job responsibility.	1 2 3 4 5	
Attendance: Appropriate request and use of time off.	1 2 3 4 5	
Punctuality: Degree to which an employee is on time for work.	1 2 3 4 5	
Communication skills: Listens effectively, speaks clearly and written communications are clear and easily understood.	1 2 3 4 5	
Safety: Demonstrates and continues to develop a thorough knowledge of safe work practices and consistently incorporates this knowledge in the performance of related job tasks.	1 2 3 4 5	
Adherence to policy: The degree to which an employee follows established policies, procedures, and regulations.	1 2 3 4 5	
Interpersonal relationships: The degree to which an employee interacts and works harmoniously with the public, staff, faculty, and students.	1 2 3 4 5	

Objectives to be accomplished during coming performance evaluation period:

Employee's overall performance level in comparison to the job requirements involved with his/her position.

____ Outstanding ____ Exceeds Expectations ____ Meets Expectations ____ Needs Improvement ____ Unsatisfactory

Employer comments:

Employee comments:

Has the job description been reviewed? _____

Are there suggestions for revisions to the job description? _____

If yes, please attach suggested revisions to the job description. All suggested revisions to job descriptions must be signed by employee, supervisor, and executive administrator acknowledging that they each have reviewed the suggestions prior to submission to the Office of Human Resources. The Director of Human Resources must approve all changes to job descriptions.

Employee Acknowledgment

My signature attests to the fact that I have read and discussed this evaluation; it does not necessarily mean that I agree.

Employee's signature

Date

Supervisor's signature

Date

Executive Administrator's signature

Date

Director of Human Resources signature

Date