

Northwest-Shoals Community College
Schedule E and H
Staff Performance Evaluation

Employee Name:	Job Title:
E/H Schedule Placement Date (Most Recent):	E/H Schedule Placement Level:
Date of Hire:	

Part I – General Performance Factors

(1) Below Expectations (2) Meets Expectations (3) Exceeds Expectations

Factors	(1) Below Expectations	(2) Meets Expectations	(3) Exceeds Expectations	Rating
Knowledge of job	Does not show adequate knowledge of job	Good understanding of Job requirements	Exceptional understanding of job requirements	
Quality of work	Seldom does work that is error free	Usually does work that is error free	Rarely does work that is not error free	
Quantity of work	Seldom does required amount of work	Consistently does required amount of work	Usually does <i>more</i> than required amount of work	
Dependability	Inconsistent in completing assigned work and meeting schedules	Consistently completes assigned work and meets schedules	Never fails to do assigned work and meet schedules	
Attendance	Has frequent excused or unexcused absences and tardiness	Has occasional excused absences and tardiness	Absent and tardy only in case of verified emergency	
Punctuality	Inconsistent in observing assigned hours. Frequently late arriving and/or leaves early	Consistently observes assigned hours. Occasionally late and or occasionally leaves early	Shows exceptional observance of assigned hours	
Judgment	Uses poor to fair judgment in routine situations. Seldom anticipates consequences of decisions	Uses good judgment in routine situations and usually anticipates consequences of decisions	Uses exceptional judgment in routine situations. Always anticipates consequences of decisions	
Cooperation	Accepts instruction and direction, but questions without good cause. Frequently tries to avoid unpleasant tasks	Accepts instruction and direction, questions only with good cause. Does not try to avoid unpleasant tasks	Accepts instruction and direction, offers constructive suggestions. Shows willingness to do unpleasant tasks	

Factors	(1) Below Expectations	(2) Meets Expectations	(3) Exceeds Expectations	Rating
Relationship with others	Works and communicates fairly well with supervisors and co-workers, and external parties	Works with and communicates well with supervisors, co-workers, and external parties	Works with and communicates exceptionally well with supervisors, co-workers, and external parties	
Coordination of Work	Inconsistent in planning and organizing work. Often has to do work over again	Usually plans and organizes work and seldom has to do work over again	Exceptional planning and organizing of work. Never has to do work over again	

Include justification for any score of (1) Below Expectations

Performance Evaluation, Based on Current Job Description

Please rate this employee on the performance of the specific “Responsibilities” listed within his/her Job Description; in terms of quantitative and qualitative responses.

(1) Below Expectations (2) Meets Expectations (3) Exceeds Expectations

Responsibilities	Rating
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Include justification for any score of (1) Below Expectations

Check the appropriate evaluation period:

- Probationary period (90 working days)
- Third year anniversary date of employment (30 days prior to)
- Annual

I recommend retention or termination of this employee.

Employee's Signature	Date
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My signature indicates only that this evaluation has been discussed with me. It does not necessarily signify concurrence. (Employee may add their comments regarding the evaluation in the Employee Comment area.)

Supervisor's Signature	Date
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Note: Improvements made since last evaluation and suggestions (and plans) for improvements will be noted on the Employee's Professional Development/Growth Plan.