GLENDALE COMMUNITY COLLEGE G<CFH!H9FA#G|6GH+H|H9'9AD@CM99'9J5@5H+CB

| Name: | | Date: | | |
|--|------------|--------------------|------------------|-------------|
| Job Title: | | | | |
| | | Evaluation Period: | | |
| Dept: | | From: | To: | |
| Factor | Meets or | Needs | | |
| | Exceeds | to | | Not |
| 1 QUALITY OF WORK | Standard | Improve | Unsatisfactory | Applicable |
| Accuracy, neatness, thoroughness | | | | |
| Oral or written expression | | | | |
| 2 QUANTITY OF WORK | | | | |
| Amount | | | | |
| Completion of work as scheduled | | | | |
| Multi-tasking | | | | |
| 3 WORK HABITS | | | | |
| Attendance, observance of work hours | | | | |
| Observance of safety rules & regulations | | | | |
| Compliance with work instructions | | | | |
| Application to duties | | | | |
| Organizational skills | | | | |
| 4 PERSONAL RELATIONS | | | | |
| Getting along with fellow employees | | | | |
| Meeting and handling the public | | | | |
| Personal appearance | | | | |
| Conflict resolution | | | | |
| 5 INITIATIVE | | | | |
| Performance in new situations or with new work methods | | | | |
| Performance with minimal instruction | | | | |
| Performance with minimal supervision | | | | |
| Informs supervisor of work status | | | | |
| 6 SUPERVISORY ABILITY (Supervising/Lea | ad Personn | el Only) | | |
| Planning and assigning | | | | |
| Training and instructing | | | | |
| Fairness and impartiality | | | | |
| Send original to Human Resources | Department | t. Make one | copy for employe | e. |

BASIS FOR EVALUATING FACTORS

1 QUALITY OF WORK

- a. Accuracy
- b. Neatness of Work Product
- c. Thoroughness of Work Performed
- d. Oral Expression
- e. Written Expression

2 QUANTITY OF WORK

- a. Amount of Work Performed
- b. Completion of Work Schedule
- c. Handles a Variety of Tasks/Projects at the Same Time

3 WORK HABITS

- a. Attendance
- b. Observance of Work Hours/Punctuality
- c. Demonstrates Knowledge of District Policies and Procedures Applicable to Job Safety Rules
- d. Compliance with Work Instructions
- e. Application to Duties
- f. Organizes and Completes Work in Allotted Time

4 PERSONAL RELATIONS

- a. Getting Along with Fellow Employees, Exhibits Teamwork
- b. Meeting and Handling the Public
- c. Personal Appearance
- d. Deals Effectively with Difficult Situations/People

5 INITIATIVE

- Understand/Accepts New Situations or New Work Methods
- b. Performs with Minimal Instruction
- c. Makes Sound Decisions in Absence of Detailed Instructions or Direct Supervision
- Keeps Supervisor Informed of Status of Assigned Work

6 SUPERVISORY ABILITY (Supervising/Lead Personnel Only)

- a. Plans and Assigns Tasks/Projects Successfully
- b. Shows Effective Leadership and Training
- c. Is Fair and Impartial

| i. Organi | 203 and Completes Work in Allotted Time 6. 13 fail and in | npartial | | |
|---|---|---------------------------------------|--|--|
| Overall rating | g: | | | |
| Use comments to describe employee's strengths, weaknesses, and accomplishments beyond the standard work requirements. Ratings of <i>Unsatisfactory</i> or <i>Needs to Improve</i> must be substantiated by comments and a written plan for improvement. Number each comment to pertain to the appropriate area (factor) of evaluation rating, it applicable. Please include additional comments on a separate sheet of paper. | | | | |
| Manager's C | omments: | | | |
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| | | | | |
| Manager's S | ignature: | Date: | | |
| <u>Remember:</u> | Signing this form does not necessarily indicate that you agree to attach a written response to this evaluation, if desired. | with it's content. You have the right | | |
| Employee's | Signature: | Date: | | |
| Date Review | ed by Manager and Employee: | | | |