

GLENDALE COMMUNITY COLLEGE
G<CFH!H9FA#G! 6 GHI H9 9AD@CM99 9J5 @ 5HCB

Name: _____

Date: _____

Job Title: _____

Evaluation Period:

Dept: _____

From: _____ To: _____

Factor	Meets or Exceeds Standard	Needs to Improve	Unsatisfactory	Not Applicable
1 QUALITY OF WORK				
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/Lead Personnel Only)				
Planning and assigning				
Training and instructing				
Fairness and impartiality				

Send original to Human Resources Department. Make one copy for employee.

