

DATE : _____

PERFORMANCE EVALUATION FOR CLASSIFIED EMPLOYEES (NAGE)

EVALUATION STATUS _____ NAME _____ GRADE _____
 _____ 3 month probationary STATE TITLE _____
 _____ 5 month probationary WORKING TITLE _____
 _____ ANNUAL _____ DEPARTMENT _____
 _____ (Year) ANNIVERSARY DATE IN CAMPUS SERVICE _____
 _____ OTHER _____ ANNIVERSARY DATE IN WORKING TITLE _____
 _____ TRIAL _____

DEFINITIONS FOR RATINGS TO BE APPLIED

Meets Standards Accomplished goals; meet departmental standards
 Does Not Meet Standards Many goals unrealized or many tasks not performed
 Not Applicable Not Applicable to the job.

M E E T S S T A N D A R D S	D O E S N O T M E E T S T D S	N O T A P P L I C A B L E
--	---	---

QUALITY AND QUANTITY OF WORK			
A. Demonstrates knowledge of work			
B. Amount of work accomplished			
C. Performs work with accuracy			
D. Work is neat and presentable			
E. Work is thorough			
F. Organizes work appropriately			
SUPERVISOR'S COMMENTS:			
EMPLOYEE'S COMMENTS:			

	M E E T S S T A N D A R D S	D O E S N O T M E E T S T D S	N O T A P P L I C A B L E
WORK HABITS			
A. Is regular in attendance at work			
B. Observes established working hours			
C. Completes work on time			
D. Demonstrates the ability to work without supervision			
E. Complies with departmental and institutional policies			
F. Complies with instructions, rules and regulations, including health and Safety precautions			
SUPERVISOR'S COMMENTS:			
EMPLOYEE'S COMMENTS:			
WORK ATTITUDES			
A. Endeavors to improve work techniques			
B. Accepts new ideas, procedures			
C. Accepts constructive criticism and suggestions			
D. Accepts responsibility			
E. Adapts to emergency situations			
SUPERVISOR'S COMMENTS:			
EMPLOYEE'S COMMENTS:			

	M E E T S S T A N D A R D S	D O E S N O T M E E T S T D S	N O T A P P L I C A B L E
RELATIONSHIPS WITH OTHERS			
A. Works well with co-workers			
B. Works well with the public			
C. Cooperates with supervisor and other staff members			
D. Observes established channels of communication			
SUPERVISOR'S COMMENTS:			
EMPLOYEE'S COMMENTS:			
SUPERVISOR ABILITY(where applicable)			
A. Demonstrates leadership ability			
B. Makes timely decisions			
C. Is fair and impartial in relationship with subordinates			
D. Trains and instructs subordinates			
E. Maintains acceptable performance standards among employees			
SUPERVISOR'S COMMENTS:			
EMPLOYEE'S COMMENTS:			

COMMENTS OF SUPERVISOR WHO PERFORMED THIS EVALUATION

FOR PURPOSES OF GRANTING THE MERIT COMPONENT FOR ARTICLE 12, THE FOLLOWING SHALL BE COMPLETED:

_____ Meets Standards

_____ Does Not Meet Standards

FOR PROBATIONARY EMPLOYEES ONLY:

_____ Retention

_____ Dismissal

_____ Other : _____

(Signature and Title)

Date

**COMMENTS OF INTERMEDIATE SUPERVISOR/HUMAN RESOURCES OFFICE
REVIEWING EVALUATION:**

(Signature and Title)

Date

COMMENTS OF EMPLOYEE:

Date

Signature of Employee Being Evaluated
(Does not imply agreement or disagreement with evaluation)