

# CLASSIFIED EMPLOYEE PERFORMANCE APPRAISAL

**Do a "SAVE AS" BEFORE typing in this document**

<b>Employee Name:</b>	<b>Job Title:</b>	<b>Date:</b>
<b>Department:</b>	<b>Supervisor:</b>	
<b>Reporting Period:</b>	<b>Please check one:</b> <b>Annual</b> <input type="checkbox"/> <b>Probationary</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/> <b>If "Other", please explain:</b>	
<b>Click link for Appraisal Guidelines: <a href="#">Classified Performance Appraisal Guidelines</a></b>		

<b>Numerical Legend:</b> <b>5</b> Performance consistently exceeds requirements of the job function <b>4</b> Performance consistently meets requirements, at times exceeds <b>3</b> Performance consistently meets requirements of the job <b>2</b> Performance inconsistently meets requirements of the job ( <i>unsatisfactory</i> ) <b>1</b> Performance is unsatisfactory <i>You may use .5 ratings if you wish, (i.e. 2.5, 3.5, 4.5) when you feel the next level is too big of a jump.</i>	Refer to the <a href="#">Classified Performance Appraisal Guidelines</a> document for specific information about how to complete this form and follow the college recommendations/guidelines for rating and supporting narratives. Refer to <a href="#">Performance Level Guidelines</a> for rating guidelines. <b>ALL ratings require comments to be completed to support the rating number stated. Examples should be provided wherever possible to support the rating.</b> If you want <b>edit the format of this document</b> (add duty boxes, etc. and/or do a <b>SPELL CHECK</b> ) you may do so by <i>Unlocking</i> the document. Remember to <i>Relock</i> the document after and save it. <a href="#">How to Lock/Unlock a Word Form document</a>
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## **SECTION ONE: Essential Job Functions** taken from the Job Description (and/or from Knowledge, Skills, Abilities section)

<b>Duty:</b> <b>Comments:</b>	<b>Rating #:</b>
<b>Duty:</b> <b>Comments:</b>	<b>Rating #:</b>
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<b>Duty:</b> <b>Comments:</b>	<b>Rating #:</b>
<b>Duty:</b> <b>Comments:</b>	<b>Rating #:</b>

## SECTION TWO: Behavioral Factors

### Numerical Legend:

- 5 Behavior consistently exceeds requirements of the job in all areas
- 4 Behavior consistently meets requirements, at times exceeds
- 3 Behavior consistently meets requirements of the job
- 2 Behavior inconsistently meets requirements of the job
- 1 Behavior is unsatisfactory

<b>Safety and Health</b> ■Observes safety and health rules and regulations; works according to standard procedures and practices. ■Ensures that a safe work environment is maintained and that work areas are free from hazards. ■Recognizes and reports any unsafe work practices and/or hazardous conditions to supervisor. ■Follows proper procedures when reporting accidents on College property.	<b>Rating #:</b>  <div style="text-align: center; border: 1px solid black; padding: 5px;">3</div>
<b>Comments:</b>	
<b>Customer Service</b> ■Maintains courtesy and diplomacy with customers, both external contacts and internal. ■Provides prompt attention to customers. ■Communicates appropriate information to customers effectively and accurately. ■Listens effectively.	<b>Rating #:</b>  <div style="text-align: center; border: 1px solid black; padding: 5px;"> </div>
<b>Comments:</b>	
<b>Initiative</b> ■Willing to assume new assignments that may or may not also require learning new skills. ■Is able to work independently. ■Offers suggestions to solve problems and improve operations. ■Follows through on assignments without prompting.	<b>Rating #:</b>  <div style="text-align: center; border: 1px solid black; padding: 5px;"> </div>
<b>Comments:</b>	
<b>Attendance and Punctuality</b> ■Reports to work as scheduled. ■Follows call-in and approval procedures for time off. ■Requests appropriate leave.	<b>Rating #:</b>  <div style="text-align: center; border: 1px solid black; padding: 5px;">3</div>
<b>Comments:</b>	

<b>Interaction with Others</b> ■Expresses ideas and information accurately and understandably both orally and in written form. ■Interacts and cooperates with others to ensure department objectives and goals are met. ■Resolves conflict effectively. ■Promotes both departmental and interdepartmental teamwork. ■Has a positive attitude toward his/her work. ■Ability to take direction.	<b>Rating #:</b>  
<b>Comments:</b>	
<b>OVERALL RATING:</b> The <i>overall rating</i> for the performance appraisal should reflect your overall assessment of the employee's performance and behaviors as they relate to the job description and your stated expectations of work performance for the rating period (January – December).  The overall rating is NOT a numerical average of the individual rates.  <b>If the overall rating is expected to be less than satisfactory</b> (below 3 is considered unsatisfactory), contact Human Resources immediately for guidance on setting a performance improvement plan and for information on the potential salary impact on the employee should s/he fail to raise performance to a satisfactory level by June 30th. Also refer to Article 27, Section 9 of the Classified Bargaining Agreement for details.	<b>Rating #:</b>  
<b>Employee Comments:</b>	

### SECTION THREE: Goal Setting

#### PERFORMANCE ON GOAL(S) FROM PRIOR EVALUATION PERIOD:

Use this goal section to provide feedback and rate the performance on goals that were set during the last evaluation period. Look to the evaluation goals stated last year to determine if those goals were met. If they were set aside, indicate that also.

Goal:
Benchmark:
Assessment:
Goal:
Benchmark:
Assessment:
Goal:
Benchmark:
Assessment:

#### GOALS FOR THE CURRENT YEAR – FUTURE GOALS:

Use this goal section to set NEW Goals or restate prior goals if they were set aside or not met.

Goal:
Benchmark:
Goal:
Benchmark:
Goal:
Benchmark:

**SUPERVISOR'S RECOMMENDATION:**  
**FOR ANNUAL EVALUATIONS:**

This employee is recommended for the contracted salary increase? ☐ Yes ☐ No

**FOR PROBATIONARY EVALUATIONS:**

Three-month probationary period extension? ☐ Yes ☐ No

----OR----

Continuation of employment at COCC after satisfactory completion of the six-month probationary period? ☐ Yes ☐ No

**SIGNATURES:**

**Employee's Signature:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of employee does not necessarily indicate agreement, but that the information has been discussed)

**Supervisor's Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION OF SALARY INCREASE AND/OR STATUS:**

If ANNUAL evaluation, employee approved for a salary increase? ☐ Yes ☐ No

If PROBATIONARY evaluation, three-month probationary period extension? ☐ Yes ☐ No

If PROBATIONARY evaluation, employee approved to be continued in employment and place on regular status? ☐ Yes ☐ No

**Dean or Designated Vice President:** \_\_\_\_\_ Date: \_\_\_\_\_