

Appropriate Administrator

Report of Performance for Permanent Support Staff Confidential

Employee Return to Human Resources before 6/30/

Annual Evaluation Other From: 5/1/ to 4/30/

Employee Full Name	Position	Division/Department	Date of Appointment		

		2	SECTION A Rate only those factor apply to this position.			SECTION B: Recor		and superior per	rformance incidents. Λ	Лust be с	completed if
Not Satisfactory	Satisfactory	Above Satisfactory	Immediate supervision check each appropriation the proper columns Additional factors may added as appropriate.	must te factor y be	Not Rated						
			Observance of work in the second	hours							
			2. Attendance								
			3. Public contacts								
			4. Employee contacts								
			Communication with others			SECTION C: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. Must be completed if rating is unsatisfactory.					
			6. Knowledge of work			improvement or o	correction. Wust b	e completea ij ra	ting is unsatisfactory.		
			7. Work judgments								
			8. Planning and organiz	ring							
			9. Job skill level								
			10. Quality of work								
			11. Acceptable work volu	ime							
			12. Meeting deadlines								
			13. Accepts responsibility	у							
			14. Accepts direction								
			15. Operation and care o	of equip.		SECTION D: Reco	rd specific GOALS	or IMPROVEMEN	IT PROGRAMS to be un	dertake	n during the
			16. Initiative and creativit	ty		next evaluation p					, and the second
			17. Learning ability								
			18. Work station appeara	ance							
			19. Safety practices								
			20. Accepts change								
			21. Effectiveness under s	stress							
			22.								
			23.								
			24.								
For employees who supervise others						SECTION E: N/A					
			25. Work coordination			SECTION E. N/A					
			26. Planning and organiz	ring							
			27. Scheduling and coordinating			SECTION F: The last position description on file in this office is dated:					
			28. Training and instructing					Is this desc	ription still accurate?	Ye	s No
			29. Productivity						have no position descri	intion for	this nosition
		30. Evaluating subordinates					nave no position descri	ption for	tilis position		
			31. Judgments and decisions		SECTION G: Overall Performance Rating						
		32. Leadership skills		Not Satisfactory Satisfactory Above			e Satisfactory				
I certify this report represents my best judgment.											
				Name			Title		Signature		Date
Rater											

Comments Once complete, please make a copy for your records and the employee before sending the original to Human Resources.

Employee: I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement.