

Alfred University
Support Staff Performance Development and Evaluation

Name of Employee: _____ Banner ID: _____

Position Title: _____ Division/Department: _____

Supervisor: _____ Review Period: From _____ to _____

Evaluations should be completed for a 12-month time period and must be completed between June 1 and June 30 of each year.)

Instructions for Supervisor: This form is to be used by supervisors for evaluating Non-Exempt employees (Clerical and Maintenance employees); it is intended to provide employees in these classifications feedback related to their job performance. The result should reviewed and agreed upon with the next level of supervision prior to a discussion between employee and supervisor regarding goals and objectives and areas for improvement. Each year the discussion should examine the outcomes of the completed year and focus on the future. You may provide additional information to this form as an attachment if appropriate

- | | |
|----------------------------------|-------------------------|
| 1. Distinguished | |
| 2. Exceeds Position Requirements | |
| 3. Meets Position Requirements | 3 Month Appraisal _____ |
| 4. Improvement Needed | 6 Month Appraisal _____ |
| 5. Unsatisfactory Performance | Annual Appraisal _____ |

Overall Rating _____

Supervisor's comments are required to supplement the ratings given for each factor

Performance Factors	Rating	Comments
<p style="text-align: center;">1. <u>Quality of Work:</u> Consider the extent to which completed work is accurate, neat, well organized, thorough and effective.</p>	1 2 3 4 5	
<p style="text-align: center;">2. <u>Work Habits:</u> Consider the employee's effectiveness in organizing and using work tools and time, in caring for equipment and materials, in following good practices of vehicle and personal safety, etc.</p>	1 2 3 4 5	
<p style="text-align: center;">3. <u>Relationships with People:</u> Consider the extent to which the employee recognizes the needs and desires of other people, treats others with respect and courtesy, inspires their respect and confidence, etc.</p>	1 2 3 4 5	

<p><u>4. Taking Action Independently:</u> Consider the extent to which the employee shows initiative in making work improvements, identifying and correcting errors, initiating work activities, etc.</p>	1 2 3 4 5	
<p><u>5. Meeting Work Commitments:</u> Consider the extent to which the employee completes work assignments, meets deadlines, follows established policies and procedures, complies with working hours and attendance policies, etc.</p>	1 2 3 4 5	
<p><u>6. Quantity of Work:</u> Consider the extent to which the amount of work produced compares to quantity standards for the job.</p>	1 2 3 4 5	
<p><u>7. Analyzing Situations and Materials:</u> Consider the extent to which the employee applies consistently good judgment in analyzing work situations and materials, and in drawing sound conclusions and maintains confidentiality.</p>	1 2 3 4 5	
<p><u>8. Supervising the Work of Students/Temporaries:</u> Consider the employee's effectiveness in planning and controlling work activities, motivating and developing subordinates, improving work methods and results, etc.</p>	1 2 3 4 5	

<u>9. Administering Work Programs:</u>	1	
Consider the employee's effectiveness in developing goals and standards, delegating responsibility, making decisions, applying policies, etc.	2	
	3	
	4	
	5	

Performance Objectives: Goals for further improvement in job performance or to develop employee skills. Specific methods by which the employee can accomplish objectives (in-service training courses, college courses, rotation, special work assignments for training purposes, etc.):

Supervisor's Comments:

Employee's Comments:

We have participated in a discussion of overall job performance.

Employee Signature

Date

Supervisor Signature

Date

Next Level Supervisor Signature

Date