

Staff Eval

Due Date:



Direct Manager:

## General Information

Position

Division/Office

Evaluation Type  
Periodic

Department

Job Description

Rating Summary By: \_\_\_\_\_

## Content

COMPETENCY SECTION | 3 POINT RATING SCALE (SCORED)

### VOLUME OF WORK

Maintains steady, acceptable level of work output. Completes assigned work within acceptable time frame. Increases work pace, if needed, so that deadlines can be met. Organizes work in order to obtain high productivity.

### VOLUME OF WORK

Maintains steady, acceptable level of work output.

SCORE	NAME	COMMENT
1	Does Not Meet Expectations	
2	Meets Expectations	
3	Exceeds Standard	

COMPETENCY SECTION | 3 POINT RATING SCALE (SCORED)

### QUALITY OF WORK

Maintains acceptable standards of workmanship. Maintains economy of materials and cost consciousness. Completes work thoroughly without requiring constant correction. Maintains quality work under stressful situations.

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### COMPETENCY SECTION | 3 POINT RATING SCALE (SCORED)

#### JOB KNOWLEDGE

Understands job procedures, equipment and methods, responsibilities and scope of duties

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Understands job procedures, equipment and methods, responsibilities and scope of duties.  
Understands the operations (and limitations) of all equipment on the job.  
Keeps informed and makes use of proper standards. Work procedures, and new developments in the specialist area.  
Continues to expand job knowledge by learning new work tasks.

SCORE	NAME	COMMENT
1	Does Not Meet Expectations	
2	Meets Expectations	
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### COMPETENCY SECTION | 3 POINT RATING SCALE (SCORED)

#### COMMITMENT TO JOB

Demonstrates a consistent, dependable work effort and positive work attitude.

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Displays a reasonable amount of flexibility regarding assignments and work hours so that work can be completed.

Takes on additional responsibilities readily.

Adapts readily to changes in work assignments.

SCORE	NAME	COMMENT
1	Does Not Meet Expectations	
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### COMPETENCY SECTION | 3 POINT RATING SCALE (SCORED)

## ATTENDANCE AND PUNCTUALITY

Uses company time conscientiously.

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Attends work daily, giving proper advance notice in case of foreseeable absence.

Arrives and leaves at the proper time, uses breaks appropriately.

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### COMPETENCY SECTION | 3 POINT RATING SCALE (SCORED)

## SHARING INFORMATION

Shares ideas and information in a clear and concise manner.

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Provides complete, reliable, and prompt information to supervisor and co-workers.

Keeps accurate records of completed work, documents actions.

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## COMPETENCY SECTION | 3 POINT RATING SCALE (SCORED)

### COOPERATION

Works well with others to accomplish the goals of the job and works.

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Works well with others to accomplish the goals of the job and works.

Functions well as a team member, gets along with fellow employees.

Follows instructions; accepts work assignments willingly.

Maintains a positive attitude and supports the mission and goals of the organization.

SCORE	NAME	COMMENT
1	Does Not Meet Expectations	
2	Meets Expectations	
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## NARRATIVE SECTION | TEXT ONLY

### Areas of Performance Strengths

Describe strengths that contributes to overall performance

## Employee Strengths

Identify at least 3 Employees's strengths and justify them with examples from their past year's work.

COMMENT

NARRATIVE SECTION | TEXT ONLY

## Areas of Opportunity

Describe specific aspects or elements where there is potential for improvement or growth.

### Areas in need of growth

Describe areas in which the employee could improve his/her skills. Also describe areas in which the employee can improve and make suggestions for growth.

COMMENT

NARRATIVE SECTION | TEXT ONLY

## Goals for Academic Year 25-26

Goals for Academic Year 25-26 (Employee)

Please identify goals for the upcoming academic year.

COMMENT

Evaluation Overall Section | 3 Point Rating Scale (Scored)

Overall Rating Staff Annual Evaluation

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1	Does Not Meet Expectations	
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