

Performance Review

Name:	
Job Title	
Department:	
Supervisor:	
Appraisal Date:	

<p>RATING</p> <p style="margin-left: 40px;">1 Fails to Meet Requirements</p> <p style="margin-left: 40px;">2 Meets Requirements</p> <p style="margin-left: 40px;">3 Exceeds Requirements</p>

A. JOB KNOWLEDGE: duties may include	RATING	<input style="width: 50px; height: 20px;" type="text"/>	Please fill in rating of 1, 2 or 3.
<p>Please list job duties</p> <div style="border: 1px solid black; height: 300px; width: 100%;"></div>			<p>Comments:</p> <div style="border: 1px solid black; height: 300px; width: 100%;"></div>

B. COMMUNICATION SKILLS	RATING	<input style="width: 50px; height: 20px;" type="text"/>	Please fill in rating of 1, 2 or 3.
<p>Writes clear and concise reports, letters, statistics</p> <p>Responds to request for assistance from faculty, staff or students</p> <p>Listens attentively</p>			

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Uses tact and diplomacy
Accessible

Comments:

C.	ORGANIZATIONAL SKILLS	RATING:		Please fill in rating of 1, 2 or 3.
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Manages time effectively
Able to prioritize work flow
Punctual
Able to perform complex tasks
Able to coordinate conflicting demands
Completes projects on time
Good attendance

Comments:

D.	PRESENTATION	RATING:		Please fill in rating of 1, 2 or 3.
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Exhibits good customer service skills
Is able to work as a team member or independently as required
Makes suggestions that will improve work flow in department
Understands the College's purpose and mission
Sensitive to needs of staff, faculty, & students
Other:

Comments:

E.	JUDGEMENT AND INITIATIVE	RATING:		Please fill in rating of 1, 2 or 3.
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Able to make appropriate decisions
Starts projects without prompting
Works independently without supervision when appropriate

Comments:

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Other:

Comments:

F. COMMENTS, GOALS, OBJECTIVES FOR FUTURE

SUPERVISOR:

EMPLOYEE:

G. SIGNATURES

Supervisor Name:

Signature:

Date:

Employee Name:

Signature:

Date: