

Name: _____

Campus Title: _____

Date of Hire: _____

- Complement employee when they do something right. Intervene when they do something wrong.
- Document using this sheet or another method of your choice.
- Use notes as a basis for performance evaluation.
- Use multiple sheets as needed.

Notes:

QUALITY AND QUANTITY OF WORK	Date: _____
Demonstrates knowledge of job	
Performs work with accuracy	
Work is neat and presentable	
Work is thorough	
Organizes work appropriately	
Appropriate amount of work accomplished	
WORK HABITS	Date: _____
Is regular in attendance at work	
Observes established working hours	
Completes work on time	
Demonstrates the ability to work without	
Complies with departmental and college regulations, including health and safety	
WORK ATTITUDES	Date: _____
Endeavors to improve work techniques	
Accepts new ideas and procedures	
Accepts constructive criticism and suggestions	
Accepts responsibility	
Exercises judgement	
Adapts to emergency situations	
RELATIONSHIPS WITH OTHERS	Date: _____
Works well with co-workers	
Works well with the public	
Cooperates with supervisors and other staff members	
Observes established channels of communication	
SUPERVISORY ABILITY (Where applicable)	Date: _____
Demonstrates leadership ability	
Makes timely decisions	
Is fair and impartial in relationships with	
Trains and instructs subordinates	
Maintains acceptable performance standards	