## EVALUATION OF SUPPORT STAFF

### Performance Rating Report

**Employee** ____________________________ | **Department** ____________________________

**Supervisor** ____________________________ | **Date of Rating** _______________________

---

**RATING SCALE:**
- 1 = Unsatisfactory
- 2 = Improvement Needed
- 3 = Satisfactory
- 4 = Outstanding

### RATING FACTORS

<table>
<thead>
<tr>
<th>Factor</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of work: The ability to produce work</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity of work: Volume or amount of work done.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Knowledge: Knowledge of methods, materials, objectives, and other fundamental skills.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Adaptability: Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Work habits: Organization of work, care of equipment, safety, industry.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Working relationship with students and other employees: Ability to get along with students and coworkers.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Dependability: Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Loyalty: Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Judgment: Soundness of decisions, common sense.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**Overall rating:** Should reflect the average of the rating. | 1 | 2 | 3 | 4 |
EVALUATION OF SUPPORT STAFF (Cont.)

COMMENTS

1. What are employee's strengths? (MUST be completed for outstanding ratings.)

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

2. What are employee's weaknesses? (MUST be completed for Unsatisfactory and Improvement Needed ratings.)

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

3. Additional comments.

______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

I have discussed this performance rating with the evaluator.

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

____________________________________________________________   ________________________   
Employee's signature                                           Date

____________________________________________________________   ________________________   
Evaluator's signature                                           Date