

GADSDEN STATE COMMUNITY COLLEGE

Support Staff Evaluation by Supervisor

Name

Date of Evaluation

Employee's Position

SECTION I – EVALUATION OF LISTED DUTIES AND RESPONSIBILITIES

Job Description Attached

Using the below rating scale, evaluate the employee's performance on the duties and responsibilities as listed on the attached job description. **(Indicate your rating by placing an A, B, C, D, or E beside each statement on the job description)**

A = Excellent B = Good C = Average D = Not Effective E = No basis for an opinion

Please list and evaluate any changes to, or additional duties/responsibilities assigned.
(use additional sheets if necessary)

A B C D E I.

A B C D E II.

A B C D E III.

A B C D E IV.

A B C D E V.

Section II: General Skills

A = Excellent B = Good C = Average D = Not Effective E = No basis for an opinion

A B C D E 1. Quality of work: Degree of neatness, level of accuracy, attention to detail, and consistent use of good judgment.

A B C D E 2. Quantity of work: Meets deadlines, completes work assigned in a timely manner.

A B C D E 3. Job knowledge: Level of supervision required, ability to solve problems, understands processes and procedures.

A B C D E 4. Institutional knowledge: Understanding and appropriate use of College policies, procedures, and programs and services.

A B C D E 5. Communicating college goals and strategies to college personnel and service area residents

A = Excellent B = Good C = Average D = Not Effective E = No basis for an opinion

- A B C D E 6. Attendance: Infrequent, unplanned absence from work, level of punctuality.
- A B C D E 7. Initiative: Level of resourcefulness, assumes additional responsibility, looks for ways to improve work.
- A B C D E 8. Dependability: Reliable, follows instructions, use of good judgment.
- A B C D E 9. Communication Skills: Written and oral self-expression, ability to interpret written and oral directions, conciseness and accuracy of oral and written communication.
- A B C D E 10. Interpersonal Skills: Works as a team member, cooperative, friendly, helpful.
- A B C D E 11. Appearance: Neat, well-groomed, good hygiene, properly dressed for job tasks.
- A B C D E 12. Safety: Use of good judgment, follows safe work practices.
- A B C D E 13. Work Habits
- A B C D E 14. Professionalism: Professional behavior, reaction to change.
- A B C D E 15. Attitude toward his or her work
- A B C D E 16. Attitude toward college rules and regulations
- A B C D E 17. Attitude toward his or her peers
- A B C D E 18. Attitude toward his or her supervisor
- A B C D E 19. Ability to cope with crisis situations
- A B C D E 20. Professional development: Degree of achievement of approved professional development plan.
(NOTE: A new professional development plan must accompany this evaluation)

Section III: Comments

Supervisor's Comments:

Supervisor's Signature

Date

Employee's Comments:

This report has been discussed with me and I understand that I will receive a copy. My signature does not mean that I concur with, or object to the contents of this document. It means only that I have had the opportunity to read the evaluation document.

Employee's Signature

Date