

Central Alabama Community College
Professional and Support Staff Evaluation
 By: Supervisor(s)/Director/Dean

Employee Name _____ Date _____

Rate each Staff Member using the following rankings: 1 – needs considerable improvement;
 2 – needs improvement; 3 – performance of duties is appropriate for job description;
 4 – performs at a level above job requirements; 5 – consistently excels in job performance;
 0 – not applicable/no opinion

| Area of Evaluation | Explanation of Areas | Rating |
|--------------------------------|--|---------------|
| 1. Institutional Knowledge | (Understands and appropriately applies College policies, procedures, programs, and services) | _____ |
| Comments: _____ | | |
| _____ | | |
| 2. Job Knowledge | (Requires the appropriate level of supervision; Has the ability to solve problems; Understands processes and procedures) | _____ |
| Comments: _____ | | |
| _____ | | |
| 3. Quality of Work | (Is thorough; Demonstrates an appropriate level of accuracy; Pays attention to detail; Consistently uses good judgment) | _____ |
| Comments: _____ | | |
| _____ | | |
| 4. Quantity/Efficiency of Work | (Meets deadlines; Completes work assigned in a timely manner) | _____ |
| Comments: _____ | | |
| _____ | | |
| 5. Initiative | (Demonstrates an appropriate level of resourcefulness; Assumes additional responsibility; Looks for ways to improve) | _____ |
| Comments: _____ | | |
| _____ | | |
| 6. Decision-Making | (Uses good judgment; Follows safe work practices) | _____ |

Comments: _____

7. **Professionalism** (Demonstrates professional behavior; Responds appropriately to change; Interacts appropriately with students) _____

Comments: _____

8. **Attitude** (Accepts assignments positively; Maintains a positive bearing; Is helpful; Volunteers for assignments) _____

Comments: _____

9. **Cooperation** (Works as a team member; Is friendly, helpful, and harmonious) _____

Comments: _____

10. **Dependability** (Is reliable; Follows instructions; Uses good judgment) _____

Comments: _____

11. **Attendance** (Has few unplanned absences; Scheduled time off does not cause undue burden on my co-workers) _____

Comments: _____

12. **Communication Skills** (Expresses self well orally and in writing; Is able to interpret written and oral directions; Oral and written communication is concise and accurate) _____

Comments: _____

13. **Appearance** (Is neat and well groomed; Practices good hygiene; Comes to work properly dressed for job tasks) _____

Comments: _____

14. **Professional Development** (Has developed a strong professional development plan) _____

Comments: _____

15. Job-Specific Areas (Evaluate some areas identified by supervisor and employee based on job)

Final Rating _____

This form has been reviewed and the signature below does not imply agreement or disagreement with the evaluation.

Employee

Date

The signature below indicates the form has been reviewed with the employee.

Supervisor/Director/Dean

Date

Employee Comments: _____
