# GLENDALE COMMUNITY COLLEGE CLASSIFIED EMPLOYEE EVALUATION

Name:		Date:		<del></del>
Job Title:				
_		Evaluation Period:		
Dept:		From:	To:	
Factor	Meets or	Needs		
i actor	Exceeds	to		Not
1 QUALITY OF WORK	Standard	Improve	Unsatisfactory	Applicable
Accuracy, neatness, thoroughness				
Oral or written expression				
2 QUANTITY OF WORK				
Amount				
Completion of work as scheduled				
Multi-tasking				
3 WORK HABITS		T		
Attendance, observance of work hours				
Observance of safety rules & regulations				
Compliance with work instructions				
Application to duties				
Organizational skills				
4 PERSONAL RELATIONS				
Getting along with fellow employees				
Meeting and handling the public				
Personal appearance				
Conflict resolution				
5 <b>INITIATIVE</b>				
Performance in new situations or with new work methods				
Performance with minimal instruction				
Performance with minimal supervision				
Informs supervisor of work status				
6 SUPERVISORY ABILITY (Supervising/Le	ead Personn	el Only)		
Planning and assigning				
Training and instructing				
Fairness and impartiality				

Send original to Human Resources Department. Make one copy for employee.

#### **BASIS FOR EVALUATING FACTORS**

# 1 QUALITY OF WORK

- a. Accuracy
- b. Neatness of Work Product
- c. Thoroughness of Work Performed
- d. Oral Expression
- e. Written Expression

#### **2 QUANTITY OF WORK**

- a. Amount of Work Performed
- b. Completion of Work Schedule
- c. Handles a Variety of Tasks/Projects at the Same Time

# **3 WORK HABITS**

- a. Attendance
- b. Observance of Work Hours/Punctuality
- c. Demonstrates Knowledge of District Policies and Procedures Applicable to Job Safety Rules
- d. Compliance with Work Instructions
- e. Application to Duties
- f. Organizes and Completes Work in Allotted Time

# **4 PERSONAL RELATIONS**

- a. Getting Along with Fellow Employees, Exhibits Teamwork
- b. Meeting and Handling the Public
- c. Personal Appearance
- d. Deals Effectively with Difficult Situations/People

#### **5 INITIATIVE**

- a. Understand/Accepts New Situations or New Work Methods
- b. Performs with Minimal Instruction
- c. Makes Sound Decisions in Absence of Detailed Instructions or Direct Supervision
- d. Keeps Supervisor Informed of Status of Assigned Work

# 6 SUPERVISORY ABILITY (Supervising/Lead Personnel Only)

- a. Plans and Assigns Tasks/Projects Successfully
- b. Shows Effective Leadership and Training
- c. Is Fair and Impartial

i. Organi	203 and Completes Work in Allotted Time 6. 13 f all and in	прана			
Overall rating	J:				
Use comments to describe employee's strengths, weaknesses, and accomplishments beyond the standard work requirements. Ratings of <i>Unsatisfactory</i> or <i>Needs to Improve</i> must be substantiated by comments and a written plan for improvement. Number each comment to pertain to the appropriate area (factor) of evaluation rating, if applicable. Please include additional comments on a separate sheet of paper.					
Manager's C	omments:				
Manager's Si	gnature:	Date:			
<u>Remember:</u>	Signing this form does not necessarily indicate that you agree to attach a written response to this evaluation, if desired.	with it's content. You have the right			
Employee's S	Signature:	Date:			
Date Review	ed by Manager and Employee:				