

**EVALUATION OF SUPPORT STAFF
Performance Rating Report**

Employee: _____

Department: _____

Supervisor: _____

Date of Rating: _____

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

RATING FACTORS

CIRCLE PROPER RATING

1.	Quality of work: The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work.	1	2	3	4
2.	Quantity of work: Volume or amount of work done.	1	2	3	4
3.	Knowledge: Knowledge of methods, materials, objectives, and other fundamental skills.	1	2	3	4
4.	Adaptability: Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.	1	2	3	4
5.	Work habits: Organization of work, care of equipment, safety, industry.	1	2	3	4
6.	Working relationship with students and other employees: Ability to get along with students and coworkers.	1	2	3	4
7.	Dependability: Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.	1	2	3	4
8.	Attitude: Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.	1	2	3	4
9.	Personal fitness: Physical capacity, appearance, personal habits.	1	2	3	4
10.	Judgment: Soundness of decisions, common sense.	1	2	3	4
Overall rating: Should reflect the average of the rating.		1	2	3	4

