

## The College of Charleston Performance Evaluation

<b>Employee:</b>	
L name:	<input style="width: 90%;" type="text"/>
F name:	<input style="width: 90%;" type="text"/>
M name:	<input style="width: 90%;" type="text"/>

<b>Begin Rating Period:</b>		<b>End Rating Period:</b>	
Month	<input style="width: 80%;" type="text"/>	Month	<input style="width: 80%;" type="text"/>
Year	<input style="width: 80%;" type="text"/>	Year	<input style="width: 80%;" type="text"/>

<b>Supervisor:</b>	
L name:	<input style="width: 90%;" type="text"/>
F name:	<input style="width: 90%;" type="text"/>
M name:	<input style="width: 90%;" type="text"/>

Position	<input style="width: 90%;" type="text"/>
Dept.	<input style="width: 90%;" type="text"/>

### Traits/Characteristics for All Employees

### COMMENTS

(supporting comments are required for Unsatisfactory & Exceptional Ratings and are preferred for all ratings)

- |  | NA                       | U                        | NI                       | SA                       | S                        | E                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. <b>Quality of Work:</b> Degree to which duties are performed accurately and thoroughly with minimal errors.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b>Quantity of Work:</b> Degree to which an acceptable number of assignments are completed within the prescribed time limits.                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <b>Job Knowledge:</b> Degree to which all elements of work assignments and all policies and procedures have been understood and mastered.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <b>Punctuality:</b> Degree to which an employee adheres to established work schedules.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. <b>Dependability:</b> Degree to which responsibilities / commitments are met and responsibility / accountability are accepted.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <b>Judgment:</b> Degree to which decisions are made based upon common sense and sound reasoning.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <b>Teamwork:</b> Degree to which positive work relationships are developed and maintained and an atmosphere of respect is fostered.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. <b>Customer Service:</b> Degree to which needs of customers are anticipated and met.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. <b>Communication:</b> Degree to which clear, concise information is disseminated to the appropriate parties when it is appropriate and/or necessary to do so. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. <b>Discretion:</b> Degree to which an employee can be trusted to keep confidential and personal items private.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

11. **Other(explain):**

Traits/Characteristics for All Employees

# The College of Charleston Performance Evaluation

**Employee:**

SS #

Optional Traits/Characteristics	NA	U	NI	SA	S	E	COMMENTS (supporting comments are required for Unsatisfactory & Exceptional Ratings and are preferred for all ratings)
12. <b>Leadership:</b> Degree to which employee influences, supports and develops staff and co-workers in support of the department and the College.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. <b>Planning/Organization:</b> Degree to which employee achieves desired results, uses time effectively and plans for growth/improvement of department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. <b>Versatility/Creativity:</b> Degree to which employee stays aware of change, adapts to change, solves complex problems and takes positive actions to improve situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. <b>Initiative:</b> Degree to which employee seeks and assumes greater responsibility, monitors projects independently and follows through appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. <b>Safety/Security:</b> Degree to which employee is vigilant about following and/or developing safety/security policies or procedures to safeguard the department, the individual and the institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. <b>Other(explain):</b>							

**Traits and Characteristics (Mandatory for Supervisors)**

18. <b>Supervision/Delegation:</b> Degree to which employee effectively uses resources to further team goals and ensure cooperation and development of the employees under supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. <b>Evaluation:</b> Degree to which employee is able to give consistent and fair evaluations to subordinates and follows through on planning / training that is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. <b>Learning Environment:</b> Degree to which manager actively supports employees continued learning and growth through completing and following-through with job related development plans, encouraging attendance at training and development workshops, and supporting continued education at all levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. <b>Diversity:</b> Degree to which employee supports College goals for diversity by building an atmosphere of openness and inclusiveness, actively seeking out, valuing and respecting employee and co-workers differing thoughts and opinions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Optional Traits/Characteristics**

# The College of Charleston Performance Evaluation

Employee:

SS #

## Job Performance

SUMMARY OF JOB PERFORMANCE - LIST MAJOR JOB DUTIES AND EVALUATE PERFORMANCE

RECOMMENDATIONS FOR DEVELOPMENT/IMPROVEMENT/GOALS

SUMMARY OF STRENGTHS AND ACCOMPLISHMENTS

Job Performance

# The College of Charleston Performance Evaluation

**Employee:**

SS #

## Traits/Characteristics Summary

All Employees	Not Applicable	Unsatisfactory	Needs Improvement	Satisfactory	Superior	Exceptional
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discretion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required traits/ characteristics Rating</b>						
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

Optional Traits / Characteristics	Not Applicable	Unsatisfactory	Needs Improvement	Satisfactory	Superior	Exceptional
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning/Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Versatility/Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety/Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision/Delegation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Optional traits/characteristics Rating</b>						
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

Job Performance Rating						
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

OVERALL PERFORMANCE RATING (combining both required, optional traits/ characteristics and Job Performance)						
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

# The College of Charleston Performance Evaluation

**Employee:**

SS #

**Signatures**

	<b>Needs</b>			
<b>Unsatisfactory</b>	<b>Improvement</b>	<b>Satisfactory</b>	<b>Superior</b>	<b>Exceptional</b>
<b>OVERALL PERFORMANCE RATING (combining both required and optional traits/characteristics)</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION OF REVIEW**

**Rating Officer:**

---

**Signature** **Date**

---

**Last name**      **First name**      **Middle name**      **Title**

**Reviewing Officer:**

---

**Signature** **Date**

---

**Last name**      **First name**      **Middle name**      **Title**

**EMPLOYEE SEGMENT**

Evaluation Completed: *(My signature indicates that I was given the opportunity to discuss the official performance review with my supervisor - not that I necessarily agree.)*

---

**Signature** **Date**

**Comments**

**Signatures**