

Cleveland State Community College

Classified Employee Performance Review

Date: _____ Review Period: _____

Name: _____ Job Title: _____

Reviewer: _____

Note: Place a mark in the appropriate space which describes the performance of the person named, as determined by this appraisal. Use the following codes and definitions.

U - Unsatisfactory Performance is not acceptable

BS - Below Standard Performance consistently not to standards established for the job.

FC - Fully Competent Performance meets the standards for the job

E - Excellent Performance exceeds the standards for the job.

S - Superior. Performance consistently exceeds the standards for the job.

Factor Appraised	U	BS	FC	E	S	Comments
I. Dependability						
II. Quality of Work						
III. Quantity of Work						
IV. Job Knowledge						
V. Interpersonal Relations						
VI. Safety						

Overall Rating

Unsatisfactory Below Standard Fully Competent Excellent Superior

Reviewer Comments: _____

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SECTION A - (Rating Factors, 1 lowest, 5 highest)

FACTOR I: DEPENDABILITY - Conformance to policies and procedures

- _____ 1. Employee is knowledgeable and observant of rules concerning working hours.
- _____ 2. Supervisor is notified promptly in the event of absence or tardiness.
- _____ 3. Employee is not abusive of sick leave taken.
- _____ 4. Employee is willing to work after regular office hours when the need arises.
- _____ 5. Employee is supportive of the Quality Enhancement Plan of the college.

_____ Rating for Factor I (1+2+3+4+5) divided by 5.

FACTOR II: QUALITY OF WORK - How well the assigned duties are performed.

- _____ 1. Employee's work is accurate, neat and with minimal error.
- _____ 2. Employee demonstrates thoroughness in completion of work assigned.
- _____ 3. Employee completes job assignments without excessive supervision.
- _____ 4. Employee controls waste and efficiently uses materials.
- _____ 5. Employee accepts additional responsibility when assigned.

_____ Rating for Factor II (1+2+3+4+5) divided by 5.

FACTOR III: QUANTITY OF WORK - How much work is accomplished by the employee.

- _____ 1. Employee consistently meets work requirements.
- _____ 2. Employee begins and completes work assigned promptly and on schedule.
- _____ 3. Employee identifies and uses work methods to increase productivity and efficiency.
- _____ 4. Personal matters, telephone calls, etc. do not interfere with employee productivity.
- _____ 5. Employee demonstrates consistency in the amount of work produced.

_____ Rating for Factor III (1+2+3+4+5) divided by 5.

FACTOR IV: JOB KNOWLEDGE - This factor involves the application and use of basic skills and on the job experience to perform his/her duties.

- _____ 1. Employee performs the job duties assigned and understands their job description.
- _____ 2. Employee applies new developments and training to the job duties assigned.
- _____ 3. Employee pursues self development through continued education and on-the-job training when available.
- _____ 4. Employee's technical/analytical skills allow for independent decision making in completing assignments.
- _____ 5. Employee submits required reports and documents that are accurate, legible and contain all necessary information.

_____ Rating for Factor IV (1 +2+3+4+5) divided by 5.

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FACTOR V: INTERPERSONAL RELATIONSHIPS

- _____1. Employee is courteous and respectful when dealing with the public, and respects the cultural diversity of the college community.
- _____2. The employee maintains good relations with supervisor, other employees, and students.
- _____3. Employee maintains a positive attitude toward work and Cleveland State Community College as a whole.
- _____4. The employee uses sound judgment in the performance of his/her duties.
- _____5. Employee displays patience and control when confronted with stressful situations.

Rating for Factor V (1+2+3+4+5) divided by 5.

FACTOR VI: SAFETY

- _____1. Employee exercises routine caution and practices the proper safety procedures in the operation of equipment.
- _____2. Employee uses proper equipment to complete the job assignment.
- _____3. The employee identifies and reports safety hazards to the appropriate supervisor.
- _____4. Employee operates and maintains equipment/vehicles safely.
- _____5. Employee adheres to and promotes Cleveland State's safety policies and procedures.

_____ **Rating for Factor VI (1 +2+3+4+5) divided by 5.**

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SECTION B - OVERALL PERFORMANCE RATING

	<u>Rating</u>		<u>Weights</u>		<u>Total</u>
Factor I Dependability	_____	X	.15	=	_____
Factor II Quality of Work	_____	X	.25	=	_____
Factor III Quantity of Work	_____	X	.05	=	_____
Factor IV Job Knowledge	_____	X	.25	=	_____
Factor V Interpersonal Relations	_____	X	.25	=	_____
Factor VI Safety	_____	X	.05	=	_____

(Percentage Must Total 100 Percent)

Total _____

(Term which best describes employee's performance from those listed below in the performance rating. Check term which applies from the total score shown above.)

Performance Rating

_____ Unsatisfactory	0.00 – 1.99
_____ Below Standard	2.00 – 2.99
_____ Fully Competent	3.00 – 4.25
_____ Excellent	4.26 – 4.65
_____ Superior	4.66 and above

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SECTION C - EMPLOYEE COMMENTS

1. Have your job duties and responsibilities been clearly explained to you?

2. Is there any area of your job with which you are having difficulties?

3. Is there anything your supervisor can do to assist you in your work?

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SECTION D - SUPERVISORY COMMENTS

1. Briefly relate any significant accomplishments during the performance review period.

2. In what areas of performance could the employee improve?

3. What action plans and objectives have been discussed and agreed upon for the next performance review?

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CERTIFICATION AND APPROVALS

CERTIFICATION OF REVIEWER - I certify that this review constitutes my best judgment of the job performance of this employee, and is based on personal knowledge of his/her work.

Signature of Reviewer: _____ Date: _____

Title: _____

REVIEW BY MANAGEMENT PERSONNEL- I certify that I have carefully reviewed this performance review and informed the reviewer of any inconsistencies/errors noted and/or lack of required documentation as given on this form. I understand that, if I do not agree with the rating, I will state my disagreement in the comments section.

Supervisor's Signature: _____ Date: _____

Comments: _____

Next Level Supervisor: _____ Date: _____

Comments: _____

VP or Dean's Signature: _____ Date: _____

Comments: _____

REVIEW BY EMPLOYEE - I certify that I have reviewed this performance review and that it has been discussed with me. If I disagree with this performance review, I will use the comments section to state my concern. (Please use additional pages if necessary).

Comments: _____

Name of employee (please print) _____

Signature of Employee: _____ Date: _____