

I. SUPERVISOR'S OVERALL RATING AND RECOMMENDATION

OVERALL: ☐ Satisfactory ☐ Unsatisfactory

RECOMMENDATION (This part must be completed for probationary or special evaluations, otherwise optional):

___ continued employment ___ employment be discontinued ___ permanency (for final report only)

This employee performance evaluation is based on demonstrated job skills observed by me during the indicated evaluation period. The overall rating and recommendation (if any) were determined by assessing all factors listed. I have discussed the evaluation with the employee.

PRINT NAME/TITLE

SIGNATURE/DATE

II. REVIEWER'S COMMENTS

___ I agree with the overall rating

___ I do not agree with the overall rating above. My disagreement is explained below.

The revised overall rating is: ☐ Satisfactory ☐ Unsatisfactory

COMMENTS [attach additional pages(s), if necessary]:

PRINT NAME/TITLE

SIGNATURE/DATE

III. EMPLOYEE'S ACKNOWLEDGEMENT

I have reviewed this report on the date indicated and have had the opportunity to discuss it with my rating supervisor(s). My signature does not necessarily signify agreement. I understand that I may submit a written rebuttal, which will be attached to this evaluation and placed in my personnel file.

SIGNATURE OF EMPLOYEE _____ DATE _____

IV. HUMAN RESOURCES OFFICER'S CERTIFICATION

I have reviewed the supervisor's evaluation, reviewer's comments, and the employee's statement (if any). I believe this form to be complete and in accordance with the guidelines provided for evaluations of employees serving in this title. This form shall be made part of the employee's official Personnel File.

PRINT NAME/TITLE

SIGNATURE/DATE

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK EMPLOYEE PERFORMANCE EVALUATION FORM

NAME OF EMPLOYEE:

DEPARTMENT:

TITLE:

EVALUATION PERIOD:

STATUS:

From:

To:

☐ Permanent

TYPE OF EVALUATION:

☐ Probable Permanent

☐ Annual

☐ Special

☐ Provisional/Temporary

☐ Hourly

☐ Probationary: 1 st ____; 2nd ____; 3rd ____; Final ____

INSTRUCTIONS

1. Carefully read the definitions for each factor listed on page 2.
2. In each instance check off the statement(s) that best describe the employee's performance in the factor being considered. Add any comments which you feel will help in making a fair appraisal.
3. When rating each factor, call to mind instances that are typical of the employee's work performance and behavior. Do not be overly influenced by unusual cases which are not typical.
4. Be fair to yourself, the employee, and the College select your ratings with the utmost care and thought; it should represent a fair and objective judgment of the employee's work performance during the rating period..
5. The overall rating on page 4 should be consistent and in general agreement with the ratings given for the individual factors on pages 2 and 3.

***** DO NOT WRITE BELOW THIS LINE

Please Return to the Human Resources Office By

*****FOR HUMAN RESOURCES USE ONLY*****

Date received by Human Resources Office

The following evaluation of your work performance has been completed by your supervisor. This evaluation was based on factors applicable to your duties and responsibilities. More than one statement may be applicable in evaluation the factors in the left margin.

1. PRODUCTIVITY Quality of Work Considered were the accuracy, efficiency, and completeness of your work, including dependability of results. Quantity of Work Considered was the amount of work produced together with the necessity of close supervision.	☐ Does not meet minimum standards ☐ Frequent and excessive errors ☐ Often unacceptable ☐ Does not meet minimum standards ☐ Very slow worker ☐ Requires close supervision	☐ Careless, inclined to make mistakes-barely acceptable work ☐ Improvement needed ☐ Works at slow pace ☐ Improvement needed	☐ Work generally acceptable ☐ Occasionally errors ☐ Good quality ☐ Volume of work generally meets standards ☐ Needs normal supervision	☐ Work seldom needs checking ☐ Consistently of high quality ☐ Turns out good volume ☐ Requires little supervision ☐ Accomplishments consistently high	☐ Exceptionally accurate and capable ☐ Unusually high results and volume	<u>COMMENTS</u>
2. RELATIONSHIP WITH OTHERS. Effectiveness in working with supervisors, fellow employees and public. Traits considered were tact, courtesy, self-control and discretion.	☐ Not effective in working with others ☐ Often antagonizes other people ☐ Lacks tact ☐ Needs to be more businesslike ☐ Poor attitude ☐ Argumentative	☐ Needs improvement in attitude and manner ☐ Has tendency to resent taking direction from supervisor	☐ Works well with others ☐ Good attitude ☐ Accepts constructive criticism ☐ Tries to be cooperative	☐ Very effective in dealing with public and associates ☐ Exercises discretion and tact	☐ Stimulates teamwork and good attitude in others ☐ Exceptional in dealing with public and associates	
3. WORK HABITS Considered was your attitude toward your work, safe and effective use of personnel, materials and equipment, compliance with rules, and regulations and carrying out assignments. Other personal habits as they may affect your work and use of time.	☐ Little interest in work ☐ Does not follow prescribed work procedures ☐ Needs constant watching ☐ Undependable	☐ Gives up easily ☐ Has some difficulty in following prescribed work procedures ☐ Needs to show more interest in work	☐ Generally acceptable work	☐ Consistently up to and somewhat above work standards	☐ Exceptional work habits and attitude toward job ☐ Seldom requires supervision	
4. JOB KNOWLEDGE Considered was basic knowledge of job; familiarity with other departmental functions related to job; understanding and observance of specific job duties.	☐ Definite lack of knowledge ☐ Very little understanding of job duties ☐ Needs considerable instruction	☐ Inadequate knowledge of duties ☐ Understanding of job duties not sufficient	☐ Has adequate knowledge of duties ☐ Needs a little additional instruction	☐ Good knowledge of duties. Well informed ☐ Occasionally needs direction	☐ Excellent understanding of job assignments ☐ Requires very little direction. Extremely capable	
5. ATTENDANCE AND PUNCTUALITY Considered were frequency and number of absences and latenesses and observances of lunch hour and break periods.	☐ Excessive absence or tardiness ☐ Absent from work without adequate notice or documentation ☐ Abuses lunch hours and work breaks	☐ Lax in attendance and reporting for work on time ☐ Improvement needed in _____	☐ Generally acceptable	☐ Very good attendance record ☐ Rarely tardy ☐ Prompt in lunch hours and break periods	☐ Excellent overall attendance record	
6. PROMOTABILITY (Applicable for Annual Evaluation of Permanent Staff Only) Considered to be an expression of your supervisor's opinion with respect to your ability to progress.	☐ Has not demonstrated overall qualities needed for advancement ☐ Unwilling to accept additional responsibilities	☐ Improvement needed before promotion can be recommended	☐ Should be considered for promotion	☐ Willing to accept responsibility – Recommended for promotion	☐ Excellent candidate for promotion. Can be recommended without reservation	