

Outstanding	Exceeds Requirements	Meets Requirements	Requires Improvement	Unsatisfactory
-------------	----------------------	--------------------	----------------------	----------------

Outstanding: Performance is exceptional. Performance requirements are consistently exceeded.

Exceeds Requirements: Performance is often above the requirements of the position.

Meets Requirements: Performance meets requirements.

Requires Improvement: Performance meets some of the requirements of this position and improvement is needed.

Unsatisfactory: Performance fails to meet minimum requirements of this position.

					PERFORMANCE DIMENSIONS	COMMENTS
--	--	--	--	--	------------------------	----------

Value to the job:

- Very Important
- Important
- Somewhat Important

--	--	--	--	--	--

Value to the job:

- Very Important
- Important
- Somewhat Important

--	--	--	--	--	--

Value to the job:

- Very Important
- Important
- Somewhat Important

--	--	--	--	--	--

Value to the job:

- Very Important
- Important
- Somewhat Important

Interpersonal Skills

- Works cooperatively with a variety of individuals to achieve common objectives
- Interacts effectively with faculty, staff, students and the public
- Retains effectiveness and flexibility under pressure
- Responds well to supervision

Work Habits

- Dresses appropriately to the work environment
- Punctuality and attendance are in conformance with stated requirements
- Produces quality/quantity of work assignments accurately and reliably
- Contributes to a professional office environment

Communication Skills

- Listens effectively
- Communicates clearly and directly
- Uses vocabulary appropriate to the work environment
- Prepares clear, concise reports or records
- Explains information, concepts, ideas or instructions effectively to others

Initiative and Enthusiasm

- Takes initiative within areas of responsibility
- Develops new ideas
- Visualizes, anticipates, and analyzes problems
- Initiates self-development appropriate to the position
- Pursues goals with commitment and takes pride in accomplishment
- Demonstrates confidence in self and in others
- Expresses personal and organizational needs in a positive, constructive manner

UNANTICIPATED SIGNIFICANT ACCOMPLISHMENTS:

RESPONSE TO AND/OR RESOLUTION OF UNANTICIPATED PROBLEM SITUATIONS:

PERFORMANCE GOALS AND OBJECTIVES FOR NEXT RATING PERIOD:

OVERALL APPRAISAL

Outstanding Exceeds Requirements Meets Requirements Requires Improvement Unsatisfactory

SUPERVISOR COMMENTS:

RECOMMENDATION

(Recommendation required only with Probationary Appraisal)

I RECOMMEND: Regular Status
 Extension of Probationary Period
 Release from Employment

I certify that this appraisal has been discussed with me.
My signature does not necessarily indicate that I agree
with the appraisal.

Staff Member Signature

Date

STAFF COMMENTS

Supervisor (Please Print)

Date

Title (Please Print)

Supervisor's Signature

Date

**Please return to Human Resources
Lone Mountain 339**