

FERRIS STATE UNIVERSITY – DINING SERVICES EMPLOYEE PERFORMANCE EVALUATION

NAME:

DEPARTMENT:

CLASSIFICATION:

EVALUATION DATE:

The supervisor's opinion of the employee's performance should be indicated on the scale as objectively as possible. The evaluation must be reviewed and discussed with the employee.

READ ENTIRE ATTACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM.

Rating Factors: Consider each factor separately and independently. Base your rating on observable and proven performance.

Outstanding: (O) Indicates an extremely exceptional level of job performance.

Very Good: (V) Performance is beyond normal requirements and competence.

Satisfactory: (S) Fulfills the normal job requirements with some strong points.

Needs Improvement: (N) Performance is below job requirements, but improvement is anticipated.

Unsatisfactory: (U) Job performance level shows a significant limitation that must be improved substantially to be acceptable.

Any rating of U, N or O must be explained/documentated in the "Comments" section.

When appropriate, write in "Comments" section(s), "No opportunity to observe".

QUANTITY OF WORK: Consider Achievements resulting from personal effort. Also completion of assignments.

O V S N U

Comments:

QUALITY OF WORK: Consider accuracy, thoroughness, usability, and dependability of results.

O V S N U

Comments:

JOB KNOWLEDGE: Understanding of objectives, duties and responsibilities gained through education, training and experience.

O V S N U

Comments:

INITIATIVE AND ORGANIZATION: Ability to be self-starting, efficient, resourceful and creative toward job objectives, duties and responsibilities.

O V S N U

Comments:

ATTITUDE AND COOPERATION: Ability and willingness to cooperate with supervisors, co-workers and others, follow directions and rules, accept constructive criticism and exhibit good judgment.

O V S N U

Comments:

DEPENDABILITY: Consider regularity of attendance, punctuality, and attention to use of rest periods. Also, meets deadlines.

O V S N U

Comments:

CAPACITY TO DEVELOP: Consider the potential to develop skills, improve job performance and assume more responsibility.

O V S N U

Comments:

OVERALL EMPLOYEE EVALUATION: Consider the employee's total job performance.

O V S N U

Comments:

An overall rating "NEEDS IMPROVEMENT" or "UNSATISFACTORY" requires written documentation to be included with this evaluation.

A follow-up evaluation for employees rated "NEEDS IMPROVEMENT" or "UNSATISFACTORY" is normally required within 90 days. The follow-up review is scheduled for _____

SUPERVISOR'S COMMENTS:

EMPLOYEE'S COMMENTS:

I certify that this evaluation was reviewed with me by my supervisor. My signature does not necessarily indicate my concurrence.

EMPLOYEE

DATE

DEPARTMENT ADMINISTRATOR

DATE

EVALUATOR

DATE

NOTE: All completed, signed performance evaluation must be sent to the Human Resource Office (Prakken 150).