FERRIS STATE UNIVERSITY - CTA EMPLOYEE PERFORMANCE EVALUATION

NAME: DEPARTMEN CLASSIFICA EVALUATIO	TION:	ГЕ:	
•	•	on of the employee's performance should be indicated on the scale as objectively as positive and discussed with the employee.	sible. The
READ ENTIR	E ATT	ACHED INSTRUCTIONS BEFORE COMPLETING THIS FORM.	
Rating Factors: performance.	Consid	der each factor separately and independently. Base your rating on observable and prove	en
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 Improve	ment:	(N) Performance is below job requirements, but improvement is anticipated.	
<u>Unsatisfactory:</u>	(U)	Job performance level shows a significant limitation that must be improved substantia be acceptable.	ally to
Any rating of l	U , N or	O must be explained/documented in the "Comments" section.	
When appropria	ate, writ	e in "Comments" section(s), "No opportunity to observe".	
QUANTITY O	F WOR	K: Consider Achievements resulting from personal effort. Also completion of assignments	nents.
Comments:			OVSNU
QUALITY OF Comments:	<u>WORK</u>	: Consider accuracy, thoroughness, usability, and dependability of results.	OVSNU
JOB KNOWLE experience. Comments:	E <mark>DGE</mark> : U	Understanding of objectives, duties and responsibilities gained through education, training	ing and OVSNU
INITIATIVE A objectives, dutie Comments:		<u>AGANIZATION</u> : Ability to be self-starting, efficient, resourceful and creative toward journal desponsibilities.	ob OVSNU

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

OVSNU

Comments:

DEPENDABILITY: C deadlines. Comments:	onsider regularity of attend	ance, punctuality, and attention to use of rest periods. Al	so, meets OVSNU
CAPACITY TO DEVE responsibility. Comments:	<u>LOP</u> : Consider the potenti	al to develop skills, improve job performance and assume	e more O V S N U
OVERALL EMPLOYE Comments:	EE EVALUATION: Consid	der the employee's total job performance.	O V S N U
An overall rating "NEE with this evaluation.	DS IMPROVEMENT" or '	'UNSATISFACTORY" requires written documentation to	o be included
		DS IMPROVEMENT" or "UNSATISFACTORY" is nor	mally required
SUPERVISOR'S COM	MENTS:		
EMPLOYEE'S COMM	IENTS:		
I certify that this evalua concurrence.	tion was reviewed with me	by my supervisor. My signature does not necessarily inc	licate my
EMPLOYEE	DATE	DEPARTMENT ADMINISTRATOR	DATE
EVALUATOR	DATE		

NOTE: All completed, signed performance appraisals must be sent to the Human Resource Development Office (Prakken 150) for inclusion in the employee's personnel file.