

**FERRIS STATE UNIVERSITY – CTA 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:

