

Dickinson

WHAT ARE EMPLOYEE'S STRONG POINTS? _____

SUPPORT STAFF NEW EMPLOYEE REVIEW

EMPLOYEE NAME: _____

WHAT AREA(S) OF THE EMPLOYEE'S PERFORMANCE NEED IMPROVEMENT? _____

DEPARTMENT: _____

TITLE: _____

SUPERVISOR: _____

REVIEW PERIOD: _____

JOB ELEMENTS	EXCELLENT	VERY GOOD	GOOD	FAIR	UNSATISFACTORY
<u>QUALITY OF WORK</u> PROGRESS AS TO THOROUGHNESS, ACCURACY AND NEATNESS.	<input type="checkbox"/> Exceptionally accurate	<input type="checkbox"/> Seldom necessary to check work	<input type="checkbox"/> Acceptable, usually neat, few errors	<input type="checkbox"/> Often unacceptable, frequent errors or rejections	<input type="checkbox"/> Too many errors or rejections
<u>QUANTITY OF WORK</u> PROGRESS AS TO SPEED, DILIGENCE, AND CONSISTENCY OF OUTPUT.	<input type="checkbox"/> Rapid worker, unusually large volume	<input type="checkbox"/> Turns out large volume	<input type="checkbox"/> Average volume	<input type="checkbox"/> Volume below average	<input type="checkbox"/> Very slow worker
<u>KNOWLEDGE OF WORK</u> SPEED WITH WHICH EMPLOYEE MASTERS NEW ROUTINE, GRASPS EXPLANATIONS AND RETAINS THIS KNOWLEDGE.	<input type="checkbox"/> Well informed on all phases of work	<input type="checkbox"/> Knowledge thorough enough to perform without assistance	<input type="checkbox"/> Adequate grasp of essentials, some assistance	<input type="checkbox"/> Requires considerable assistance	<input type="checkbox"/> Inadequate knowledge
<u>DEPENDABILITY</u> CONSCIENTIOUSNESS, RELIABILITY, PUNCTUALITY, ATTENDANCE AND SUPERVISION REQUIRED.	<input type="checkbox"/> Rarely late, rarely absent	<input type="checkbox"/> Very seldom late, seldom absent	<input type="checkbox"/> Seldom late, absent only occasionally	<input type="checkbox"/> Frequently tardy or routinely absent	<input type="checkbox"/> Habitually tardy or excessive absenteeism
<u>COOPERATION/ ATTITUDE</u> ABILITY TO WORK HARMONIOUSLY AND EFFECTIVELY WITH OTHER EMPLOYEES AND SUPERVISORS. INTEREST, SATISFACTION AND ENTHUSIASM TOWARD JOB AND THE COLLEGE.	<input type="checkbox"/> Brings credit to the department through cooperative dealings with staff and public	<input type="checkbox"/> Harmonious relationships with staff and/or public	<input type="checkbox"/> Adequate work relationships with staff and/or public	<input type="checkbox"/> Reluctant to cooperate with staff and/or public	<input type="checkbox"/> Creates problems through personal interaction with staff and/or public

COMMENTS: Comments are encouraged on all elements of performance, but are required on only those elements rated **FAIR** or **UNSATISFACTORY**.

