Dickin SUPPORT S NEW EMPLOYE	WHAT ARE	EMPLOYEE'S STI	RONG POINTS? _		
EMPLOYEE NAME:  DEPARTMENT: TITLE: SUPERVISOR:			A(S) OF THE EM IMPROVEMENT		
JOB ELEMENTS	EXCELLENT	VERY GOOD	GOOD	FAIR	UNSATISFA
QUALITY OF WORK PROGRESS AS TO THOROUGH- NESS, ACCURACY AND NEAT- NESS.	Exceptionally accurate	Seldom necessary to check work ments of perfet ments rated F	П	П	П
QUANTITY OF WORK PROGRESS AS TO SPEED, DILI-	Rapid worker	Turns out large	Average volume	Volume below	Very slow wor

JOB ELEMENTS	EXCELLENT	VERY GOOD	GOOD	FAIR	UNSATISFACTOR
QUALITY OF WORK PROGRESS AS TO THOROUGH- NESS, ACCURACY AND NEAT- NESS.	Exceptionally accurate	COMMENT Seldom necessary ments of perfe to check work ments rated F	Comments are Acceptable usu- primance but are re ally near UNSATISI errors	encouraged on all Offen unaccept-quired on only those able trequent ACTORY errors or rejections	l ele- Top many errors or re- e ele- jections
QUANTITY OF WORK PROGRESS AS TO SPEED, DILI- GENCE, AND CONSISTENCY OF OUTPUT.	Rapid worker, unusually large volume	Turns out large volume	Average volume	Volume below average	Very slow worker
KNOWLEDGE OF WORK SPEED WITH WHICH EMPLOYEE MASTERS NEW ROUTINE, GRASPS EXPLANATIONS AND RETAINS THIS KNOWLEDGE.	Well informed on all phases of work	Knowledge thorough enough to perform without assistance	Adequate grasp of essentials, some assistance	Requires considerable assistance	Inadequate knowledge
DEPENDABILITY CONSCIENTIOUSNESS, RELI- ABILITY, PUNTUALITY, ATTEN- DANCE AND SUPERVISION RE- QUIRED.	Rarely late, rarely absent	Very seldom late, seldom absent	Seldom late, absent only occasionally	Frequently tardy or routinely absent	Habitually tardy or excessive absenteeism
COOPERATION/ ATTI- TUDE ABILITY TO WORK HARMONI- OUSLY AND EFFECTIVELY WITH OTHER EMPLOYEES AND SUPERVISORS. INTEREST, SAT- ISFACTION AND ENTHUSIASM TOWARD JOB AND THE COL- LEGE.	Brings credit to the department through cooperative dealings with staff and public	Harmonious relationships with staff and/or public	Adequate work relationships with staff and/or public	Reluctant to co- operate with staff and/or public	Creates problems through personal interation with staff and/or public

		PERVISOR(S) SIGNATURE DATE  I HAVE READ THIS EVALUATION AND RE- VIEWED ITS CONTENTS WITH MY SUPERVISOR (S).
VERY GO	CNT	EMPLOYEE SIGNATURE DATE  *Requires HR Services consultation prior to employee
rated very good or b	Office Use Only:	*Requires HR Services consultation prior to employee
or more ele UNSATISI	o unsatisfactory elements, a ments rated fair  FACTORY   ne or more elements rated ory	
AS THE SUPERVISOR, DO RETENTION OF THIS EMP YES NO* O OTHER, please explain:	PLOYEE?	

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