

Name: _____

Campus Title: _____

Date of Hire: _____

- Complement employee when they do something right. Intervene when they do something wrong.
- Document using this sheet or another method of your choice.
- Use notes as a basis for performance evaluation.
- Use multiple sheets as needed.

DATE	QUALITY AND QUANTITY OF WORK
	Demonstrates knowledge of job
	Performs work with accuracy
	Work is neat and presentable
	Work is thorough
	Organizes work appropriately
	Appropriate amount of work accomplished

DATE	WORK HABITS
	Is regular in attendance at work
	Observes established working hours
	Completes work on time
	Demonstrates the ability to work without immediate supervision
	Complies with departmental and college policies
	Complies with instructions, rules, and regulations, including health and safety precautions.

DATE	WORK ATTITUDES
	Endeavors to improve work techniques
	Accepts new ideas and procedures
	Accepts constructive criticism and suggestions
	Accepts responsibility
	Exercises judgement
	Adapts to emergency situations

DATE	RELATIONSHIPS WITH OTHERS
	Works well with co-workers
	Works well with the public
	Cooperates with supervisors and other staff members
	Observes established channels of communication

DATE	SUPERVISORY ABILITY (If applicable)
	Demonstrates leadership ability
	Makes timely decisions
	Is fair and impartial in relationships with subordinates
	Trains and instructs subordinates
	Maintains acceptable performance standards among employees