

OHLONE COMMUNITY COLLEGE DISTRICT CLASSIFIED EMPLOYEE PROGRESS AND APPRAISAL REPORT

NAME: _____

Annual:

Hire Date: _____

TITLE: _____

Date Due: _____

DEPARTMENT: _____

SUPERVISOR: _____

	Performance Standards			Supervisor's Suggestions/Comments: If "Below Work Performance Standards" or "Exceeds Work Performance Standards" is checked the evaluator MUST give reasons for rating and/or suggestions for improvement. Check only areas that apply to employee duties.
	<u>Below</u>	<u>Meets</u>	<u>Exceeds</u>	
QUALITY OF WORK: Adheres to established practices; follows instructions; work is accurate, neat, thorough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QUANTITY OF WORK: Volume of work produced under normal/abnormal conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PLANNING & ORGANIZATION: Organizes work efficiently and effectively; good work habits; economical use of time and materials; resourcefulness; ability to prioritize work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HUMAN RELATIONS: Attitude toward and treatment of staff members, public, students, co-workers; ability to get along with others; work under pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CURIOSITY: Inquires about administrative, educational, technical, and other phases of immediate assignments; also more complex assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACCEPTANCE: Accepts, understands, and respects the policies, objectives and rules of the College and Administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COOPERATION: Attitude toward work, associates and the college; willingness to work with and for others; helpful; loyal; keeps confidences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>Performance Standards</u>			<u>Supervisor's Suggestions/Comments:</u> If "Below Work Performance Standards" or "Exceeds Work Performance Standards" is checked the evaluator MUST give reasons for rating and/or suggestions for improvement. Check only areas that apply to employee duties.
	<u>Below</u>	<u>Meets</u>	<u>Exceeds</u>	
ABILITY TO LEARN: Under-standing and remembering instructions. Learning new procedures and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DEPENDABILITY: Reliability in following through on assignments and instructions; good attendance; punctual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INITIATIVE: Self-reliance; job interest; energy and aptitude displayed in work; self-starter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
JUDGMENT: Ability to reach decisions and reason logically; common sense.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SUPERVISORY ABILITY: (Where applicable) Leadership; initiative; adaptability to emergencies and new situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISOR'S SUGGESTIONS/ COMMENTS (Continued)

Date Reviewed with Employee: _____

SUPERVISOR'S SIGNATURE

It is understood that, in signing the Classified Employee Progress and Appraisal Report, the employee acknowledges having seen and discussed the report with the supervisor. Employee's signature does not imply agreement with the conclusions of the Supervisor. If the employee desires, the employee may comment in the space below or attach a written statement.

EMPLOYEE'S SIGNATURE