

**SUPPORT STAFF EVALUTION FORM - PHYSICAL PLANT EMPLOYEES**

Employee's Name: \_\_\_\_\_ Job Classification: \_\_\_\_\_

Department/Area: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Evaluation Conference Date: \_\_\_\_\_

**Definition of Terms:**

1. Performance unsatisfactory – Seldom meets established standards.
2. Performance below acceptable level – Sometimes meets standards but lacks consistency. Seldom exceeds and often falls short of desired results.
3. Performance acceptable level – Meets and occasionally exceeds established standards.
4. Performance above acceptable level – Consistently meets and frequently exceeds expected levels of performance.
5. Performance exceptional – Consistently meets and almost always exceeds expected levels of performance.

**Section 1**

1. ATTITUDE: Maintains appropriate working relations with all members of the campus community including supervisors, co-workers, students, faculty, staff, and the general public. 1\_\_\_\_2\_\_\_\_3\_\_\_\_4\_\_\_\_5\_\_\_\_
2. INITIATIVE: Works independently with little supervision. Follows through and is a self starter. 1\_\_\_\_2\_\_\_\_3\_\_\_\_4\_\_\_\_5\_\_\_\_
3. DEPENDABILITY and ADHERENCE to WORK SCHEDULE: Maintains acceptable attendance record, punctual in starting work and adheres to break schedules. 1\_\_\_\_2\_\_\_\_3\_\_\_\_4\_\_\_\_5\_\_\_\_  
Accomplishes work tasks within the proper time frame.  
Works well in pressure situations, willingness to change  
Plans in order to meet dead-lines.
4. JOB KNOWLEDGE: Displays skills, knowledge, and ability to perform tasks, demonstrate desire to increase knowledge and improve skills. 1\_\_\_\_2\_\_\_\_3\_\_\_\_4\_\_\_\_5\_\_\_\_
5. QUALITY OF WORK: Completes assignments with thoroughness and accuracy. 1\_\_\_\_2\_\_\_\_3\_\_\_\_4\_\_\_\_5\_\_\_\_

6. QUANTITY OF WORK: Completes work in a timely and efficient manner. 1\_\_\_\_2\_\_\_\_3\_\_\_\_4\_\_\_\_5\_\_\_\_

7. EQUIPMENT MAINTENANCE: Maintains assigned equipment and utilizes preventive maintenance. Maintains safe, clean, and neat work station. 1\_\_\_\_2\_\_\_\_3\_\_\_\_4\_\_\_\_5\_\_\_\_

1. List specific recommendations to enhance employees contribution to organization:

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2. List specific comments on employee's strengths and achievements that have enhanced performance.

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3. List employee's professional development activities during the past year. (To be done with employee's input).

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My signature shows that I have received a copy of my evaluation and have had an opportunity to discuss it with my supervisor. My signature may or may not indicate agreement with the evaluation. I understand that if I choose to respond in writing to my evaluation, I have five work days to do so and that my reply will be filed.

Employee's Signature\_\_\_\_\_ Date\_\_\_\_\_

Evaluator's Signature\_\_\_\_\_ Date\_\_\_\_\_

Department Supervisor\_\_\_\_\_ Date\_\_\_\_\_

**APPRAISAL SUMMARY**

Employee's Name: \_\_\_\_\_ Job Classification: \_\_\_\_\_

Department/Area: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Evaluation Conference Date: \_\_\_\_\_

Follow-Up Conference Date: \_\_\_\_\_ Employee's Evaluation Score: \_\_\_\_\_

100-90 *Excellent* \_\_\_\_\_ 89-75 *Very Good* \_\_\_\_\_ 74-60 *Average* \_\_\_\_\_

59-Below *Below Average* \_\_\_\_\_

**EVALUATION RANKING (SCORE)**

**TOTAL EARNED DIVIDED BY HIGHEST POSSIBLE POINTS**

**HIGHEST POSSIBLE POINTS**

**COUNT THE NUMBER OF SECTIONS YOU EVALUATED.  
MULTIPLY THAT NUMBER BY 5 THIS IS YOUR  
(HIGHEST POSSIBLE POINTS)**

**TOTAL EARNED POINTS**

**ADD UP THE POINTS YOU GAVE THE EMPLOYEE IN EACH OF THE SECTIONS USED**