



PERFORMANCE MANAGEMENT
HOURLY POSITIONS

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Rating Definitions

Table with 3 columns: Rating, Number, and Description. Rows include: Exceeds Expectations (5), Commendable (4), Good Solid Performance (3), Needs Improvement (2), and Unacceptable (1).

Instructions: Supervisors must explain below each category the reason(s) for the staff member's rating.

Job Knowledge

Possesses and utilizes necessary knowledge and skills to perform the job as defined in job description. Understands and follows College and departmental policies and procedures. Adapts to changing environment and willing to learn and try new techniques and applications. (Attach revised job description if necessary.)

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

Quality of Work

Degree of attention to detail, accuracy and neatness. Works independently to get desired results.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

Productivity

Amount or volume of work. Completes work in timely fashion meeting deadlines. Uses College time efficiently.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

Initiative

Assumes responsibility, self starter, makes suggestions for improvement.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

**Dependability and Reliability**

Attendance is punctual and consistent. Keeps supervisor informed and plans absences in advance.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

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**Attitude and Cooperation**

Works well with others. Listens carefully and responds accordingly. Keeps co-workers and supervisors informed as needed. Presents a positive image of the College.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

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**Safety**

Demonstrates safe work habits. Looks out for unsafe conditions.

Rating \_\_\_\_\_ Comments: \_\_\_\_\_

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**Review of previous year's goals and objectives** (add additional pages if necessary)

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**Goals and objectives for next performance period** (add additional pages if necessary)

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**Employee Comments:** \_\_\_\_\_

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*Employee Signature (Does not necessarily constitute agreement)      Date*

\_\_\_\_\_  
*Supervisor Signature      Date*

\_\_\_\_\_  
*Senior Staff Member Signature      Date*

*Original to Human Resources  
Copy to Employee*