PERFORMANCE MANAGEMENT

HOURLY POSITIONS

Employee Name _________________________________ Date _____________

Position _____________________________________________________________

Rating Definitions

<table>
<thead>
<tr>
<th>Rating Definitions</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds Expectations</td>
<td>5</td>
</tr>
<tr>
<td>Performance far exceeds requirements of position.</td>
<td></td>
</tr>
<tr>
<td>Commendable</td>
<td>4</td>
</tr>
<tr>
<td>Performance consistently exceeds the requirements of position.</td>
<td></td>
</tr>
<tr>
<td>Good Solid Performance</td>
<td>3</td>
</tr>
<tr>
<td>Performs all duties and handles responsibilities of the position in a consistent and capable manner.</td>
<td></td>
</tr>
<tr>
<td>Needs Improvement</td>
<td>2</td>
</tr>
<tr>
<td>Performs most of the duties but needs further development or doesn’t perform on a consistent basis.</td>
<td></td>
</tr>
<tr>
<td>Unacceptable</td>
<td>1</td>
</tr>
<tr>
<td>Performance clearly below the minimum requirements of the position.</td>
<td></td>
</tr>
</tbody>
</table>

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: __________________________________________________________
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Dependability and Reliability
Attendance is punctual and consistent. Keeps supervisor informed and plans absences in advance.
Rating _______ Comments: 

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: 

Safety
Demonstrates safe work habits. Looks out for unsafe conditions.
Rating _______ Comments: 

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

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

Employee Comments: ____________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Employee Signature (Does not necessarily constitute agreement) Date

Supervisor Signature Date

Senior Staff Member Signature Date

Original to Human Resources
Copy to Employee