

Jefferson Davis Community College

Employee Evaluation Report for Support Staff

Section I: Instructions

This performance evaluation report on the employee listed below is to be completed by the employee's supervisor. The supervisor should compare the employee's job description to the Rating Factors and Rating Elements in Section III. Upon completion, the report should be discussed with the employee. The employee, if in disagreement with the evaluation, may attach comments regarding such disagreements. **A copy of the report should be given to the employee and the original forwarded to the evaluator's supervisor for review. The supervisor then forwards the signed report to the Administration and Personnel Office to be filed in the employee's personnel file.**

Section II: Employee Information

Name	Job Title	Department
Rating Period From: _____ To: _____	Type of Report <input type="checkbox"/> Probationary (No. ___) <input type="checkbox"/> Regular	
Does employee's current job description accurately reflect job responsibilities? (See Attached) <input type="checkbox"/> Yes <input type="checkbox"/> No If "no", list those responsibilities not included on job description: _____ _____		

Section III: Performance Rating/Comments

Giving careful consideration to the employee's performance during the entire evaluation period, assess the employee's performance using the rating scale listed below. Under *Comments*, note specific performance deficiencies and/or the means by which the employee can improve (include needed training through the college or through the employee's own initiative). All ratings of *Unsatisfactory* or *Needs Improvement* are to be clarified under *Comments* in terms of required performance levels or standards.

Rating Factor	Rating Element	Rating				
		Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory
Work Performance	Knowledge and Expertise					
	Decision Making/Judgment					
	Adaptability					
	Thoroughness/Accuracy of work					
	Organizational Skills					
	Acceptance of Additional Responsibilities					
	Timeliness of Work					
	Ability to Work with Minimal Supervision					
Work Habits	Punctuality/Attendance					
	Compliance					
	Enthusiasm and Interest in Work					
	Initiative					
	Neatness					
	Safety					

<i>Rating Factor</i>	<i>Rating Element</i>					
		Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory
Professional Attributes	Integrity/Honesty					
	Loyalty					
	Dependability/Trustworthiness					
	Team Player					
	Attitude					
Personal Relations	Cooperation					
	Communication with Co-workers					
	Communication with Students					
	Appearance					
	Public Relations					

Activities completed for professional and/or program improvement. (List all courses, workshops, field trips, in-service, etc.)

Activities planned for professional and/or program improvement.

Evaluator's comments: _____

Employee's comments: _____

Employee's Signature Date Evaluator's Signature Date

Signature of Evaluator's Supervisor Date