1. At the beginning of a new academic term, instructors should review the performance evaluation assessment document with all new Academic Capacity employees to advise of their expectations.
2. Immediate supervisors should complete evaluations prior to the end of the term with the employee. Employees should sign the evaluation and provide any comments they see fit. A copy of the evaluation will then be given to the employee, another will be kept on file with the immediate supervisor and the original will be sent to Human Resources.
3. Immediate supervisors who become aware of any performance issues should address the performance immediately and not wait for the performance evaluation stage. Employees should be made aware at the onset of any performance expectations not being met.
4. Please note that documented unsatisfactory job performance may be considered in future competitions and may impact an employee’s eligibility to gain continued employment in a similar role.

**EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
COURSE & SECTION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:**

**PERFORMANCE EVALUATION** Provide an assessment for each of the appropriate performance factors to help in assessing the overall performance rating by using the following scale:

**1. Exceeds Expectations – consistently exceeds expectations**

**2. Meets Expectations – fully satisfactory**

**3. Does Not Meet Expectations - does not always meet expectations; or consistently does not meet expectations (provide details)**

**ATTENDANCE AND PUNCTUALITY** *Present and available for work when scheduled.*

|  |  |  |
| --- | --- | --- |
|  | **Meets Expectations** | **Does not meet Expectations** |
| **Attendance and Punctuality** |  |  |

Comments:

**QUANTITY OF WORK**  *Maintaining an acceptable level of output in achieving standards & results.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exceeds Expectations** | **Meets Expectations** | **Does not meet Expectations** |
| **Quantity of Work** |  |  |  |

Comments:

**QUALITY OF WORK** *Accuracy, completeness, neatness, knowledge and organization. Work is consistent with department and professor’s expectations. Prioritizes and plans work to meet deadlines. Follows up on and completes assigned tasks.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exceeds Expectations** | **Meets Expectations** | **Does not meet Expectations** |
| **Quality of Work** |  |  |  |

Comments:

**COMMUNICATION & STUDENT FEEDBACK** *Ability to assist students with questions or concerns. Ability to communicate course material, give clear and concise feedback to students on graded materials, and adapt & respond appropriately to students’ concerns or questions.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exceeds Expectations** | **Meets Expectations** | **Does not meet Expectations** |
| **Communication & Student Feedback** |  |  |  |

Comments:

**OVERALL JOB PERFORMANCE RATING:**

Where employees do not meet expectations in one (1) or more categories, their overall job performance shall normally be considered unsatisfactory.

[ ] Satisfactory job performance.

[ ] Unsatisfactory job performance.

**Supervisor's Comments**

Name Signature Date

**Employee's Comments**

Signature Date

10.24.2017