

30 Day Evaluation	60 Day Evaluation	
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Employee:	Dept.:	Employment Date:
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- 1) Knowledge of job and College policies and procedures: Has made satisfactory progress toward learning job duties and applying College policies and procedures that pertain to duties and responsibilities.

Does not meet	Meets	Exceeds
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Comments:

- 2) Customer service and teamwork: Is courteous to all including faculty, staff, students, and visitors. Responds to emails and returns phone calls promptly and with courtesy. Uses Outlook invite for meetings and displays message on email and phone when out of office. Communicates with team members.

Does not meet	Meets	Exceeds
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Comments:

- 3) Dependability: Reliability on the job (includes absenteeism, tardiness, and responsibility for getting the job done on time).

Does not meet	Meets	Exceeds
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Comments:

- 4) Initiative and productivity: Has demonstrated capacity to use time productively, set priorities, organize work day, and anticipate tasks without prompting. Demonstrates ability to do required jobs well with minimum supervision; follows through on assignments, checks work for accuracy, asks for assistance when unsure.

Does not meet	Meets	Exceeds
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Comments:

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5) Overall performance evaluation in comparison with other employees with same length of service on this job.

Does not meet	Meets	Exceeds
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Comments:

6) Other Comments:

Attach Performance Improvement Plan if applicable.

Supervisor Signature: _____

Date: _____

Employee Comments:

Employee Signature: _____

Date: _____