

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name _____ S.S.N. _____

Date Hired _____ Date Last Promoted _____ Budget Code _____

Job Title _____ Evaluation Period: From _____ to _____

Department _____ Immediate Supervisor _____

Reason for Evaluation: Annual Mid-Year Probationary Exit

ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee’s past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an “X” in the appropriate block below.

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
								DEMONSTRATED JOB PERFORMANCE
								Ability to handle multiple tasks
								Ability to meet deadlines
								Ability to work without close supervision
								Acceptance and use of criticism
								Accuracy in checking for and correcting errors
								Alertness
								Consistency in checking for and correcting errors
								Consistently observes institutional policies and procedures
								Dependability
								Ease of learning new techniques and procedures
								Initiative
								Judgment and ability to make decisions
								Neatness and orderliness of work/thoroughness
								Quantity of work output
								Reports to work on time
								Self-control and courtesy in dealing with others
								Understands and uses appropriate technology
								Willingness to do work assigned
								Written communication skills
								PERSONAL QUALITIES
								Capacity for independent thought and planning
								Demonstrates ability to direct or manage
								Demonstrates supervisory ability
								Exhibits honesty and integrity
								Imaginative contributions
								Leadership
								Loyalty
								Oral communication skills
								Professional appearance/grooming
								Seeks self-improvement/professional development
								Sense of responsibility
								Staff relationships <i>(when applicable)</i>
								Student relationships <i>(when applicable)</i>

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

Four horizontal lines for supervisor comments.

(Continue on separate sheet if necessary)

Personnel Action Recommended: [] Extend Probationary Period [] Promotion [] Terminate Employment [] Salary/Merit Increase [] Continue/Renew Contract

Department Date Signature of Immediate Supervisor

Employee's Statement: I have reviewed and discussed this performance evaluation with my supervisor.

My comments:

Four horizontal lines for employee comments.

(Continue on separate sheet if necessary)

Date Signature of Employee

Vice President's Comments and Recommendations:

Four horizontal lines for vice president comments.

(Continue on separate sheet if necessary)

Personnel Action Recommended: [] Extend Probationary Period [] Promotion [] Terminate Employment [] Salary/Merit Increase [] Continue/Renew Contract

Date Signature of Vice President

President's Comments:

Two horizontal lines for president comments.

Instructions to Human Resources:

Two horizontal lines for instructions.

Date Signature of President

HUMAN RESOURCES USE ONLY

Table with columns: Date Received, Date Filed, Initials, Positions Held, Exit Data (Dates Employed), Separation Date, Reason for Separation, Date Final Paycheck Issued.