

Cornell College

HOURLY SUPPORT STAFF PERFORMANCE REVIEW

EMPLOYEE NAME		POSITION/TITLE		DATE OF HIRE
DEPARTMENT	SUPERVISOR		DATE OF LAST REVIEW	CURRENT REVIEW DATE

This Employee Performance Review will evaluate the individual's ability to meet the demands of the job description as established by the College.

- I. Responsibilities and Accomplishments
- II. Performance Factors for evaluating performance per job description
- III. Future Job Objectives and Development Plan
- IV. Employee Comments

SECTION I: Responsibilities and Accomplishments

This section shall include a summary of the staff member's major responsibilities, specific objectives and accomplishments.

Goals/Objectives (Major Responsibilities)

Accomplishments/Comments

- | | |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |

SECTION II: Performance Factors

Comment on the performance factors listed below. In your comments, take into account not only what can be quantified, but also the quality of attitude, effort, interaction, or activity involved.

Job Knowledge

Possession of information, skills, related systems and procedures and understanding of the work and the work environment.

COMMENTS:

Quality of Work

Accuracy, care, timeliness, organization and neatness; recognizing problems and catching errors.

COMMENTS:

Quantity of Work

Produces a high level of work output on a regular basis.

COMMENTS:

Responsive to Work Demands

Willingness to switch assignments, take on or perform more difficult or less desirable tasks when necessary. Anticipates what needs to be done.

COMMENTS:

Communication Skills

Effective written and oral skills.

COMMENTS:

Working Relations

Works effectively and cooperatively with others within and outside of the department.

COMMENTS:

Service Orientation

Provides sincere, helpful, courteous, friendly service to faculty, staff, students and the general public.

COMMENTS:

Additional Comments

SECTION III: Future Job Goals/Objectives and Development Plan

Establish with employee job goals and objectives and a development plan for the coming year. List those specific objectives that relate to improving or maintaining the employee's current job performance. If specific training/development is necessary, state the kind, relationship to the job, and specific plans.

1.

2.

3.

4.

5.

Training/Development Plan

SECTION IV: Employee Comments

How can my supervisor assist me in meeting my goals and objectives?

I have read and discussed this evaluation with my supervisor.

Employee: _____ Date: _____
(Signing does not necessarily indicate agreement)

Supervisor: _____ Date: _____

Direct Report Review _____ Date: _____

After obtaining all requested signatures, please send a completed copy of this evaluation to the Personnel Office, give a copy to the employee and retain original for your file.