

**CHAMPLAIN REGIONAL COLLEGE**  
**PERFORMANCE EVALUATION - SUPPORT PERSONNEL**  
**COLLEGE ADMINISTRATION**

<b>Name</b>		
	<b>Surname</b>	<b>Given name</b>
<b>Job Title</b>		<b>Classification</b> <span style="border-bottom: 1px solid black;"></span>
<b>Service/Department</b>		<b>Evaluation Year</b> <span style="border-bottom: 1px solid black;"></span>
<b>Hiring Date</b>		<b>Starting Date on current job</b> <span style="border-bottom: 1px solid black;"></span>

Check each statement corresponding to your assessment of the employee's performance and add your comments, if any.

<b>JOB KNOWLEDGE</b>	HOW WELL DOES THIS EMPLOYEE UNDERSTAND THE REQUIREMENTS OF THE JOB?				
	Thoroughly understands all aspects of the job ?	More than adequate knowledge of the job ?	Has sufficient knowledge to do the job ?	Insufficient knowledge of some aspects ?	Continually needs instruction and follow-up ?
	<b>Comments:</b>				

<b>QUALITY OF WORK</b>	HOW ACCURATE AND COMPLETE IS THE WORK?				
	Consistently accurate and thorough ?	Careful worker, seldom needs correction ?	Work is acceptable ?	Needs frequent checking ?	Inaccurate and/or frequently fails to complete tasks ?
	<b>Comments:</b>				

<b>QUANTITY OF WORK</b>	HOW MUCH SATISFACTORY WORK IS CONSISTENTLY PRODUCED BY THIS EMPLOYEE?				
	Maintains unusually high output ?	Usually does more work than expected ?	Does sufficient amount of work ?	Has difficulty in meeting workload requirements ?	Inadequate output of work ?
	<b>Comments:</b>				

<b>INTERPERSONAL SKILLS</b>	DOES THIS EMPLOYEE WORK HARMONIOUSLY AND EFFECTIVELY WITH COLLEAGUES?				
	Exceptionally helpful and successful in dealing with colleagues ?	Usually tactful and assists colleagues ?	Generally works with colleagues satisfactorily ?	Cooperation must be solicited, seldom volunteers ?	Has serious difficulties working with colleagues ?
	<b>Comments:</b>				

<b>CUSTOMER SERVICE</b>	HOW WELL DOES THIS EMPLOYEE PROVIDE SERVICE TO HER/HIS CUSTOMERS OR CLIENTS?				
	Exceptionally helpful and courteous and efficient when dealing with customers and clients ?	Usually helpful and courteous and efficient when dealing with customers and clients ?	Provides satisfactory customer service ?	Occasionally unhelpful, discourteous and inefficient when providing customer service ?	Provides inadequate customer service ?
	<b>Comments:</b>				

<b>INITIATIVE</b>	HOW WELL DOES THIS EMPLOYEE DEMONSTRATE INITIATIVE IN THE PERFORMANCE OF TASKS?				
	Self-starter, makes practical suggestions ?	Proceeds on assigned work voluntarily and readily accepts suggestions ?	Does regular work without prompting ?	Relies on others; needs help getting started ?	Must usually be told exactly what to do ?
	<b>Comments:</b>				

<b>PUNCTUALITY AND ATTENDANCE</b>	<b>DOES THIS EMPLOYEE REPORT FOR WORK ON TIME AND RESPECT WORK SCHEDULE?</b>				
	Exceeds expectations regarding availability and punctuality ?	Punctual and respects work schedule ?	Generally meets requirements ?	Occasionally needs to be corrected ?	Frequent abuse of schedule ?
	<b>Comments:</b>				

<b>OVERALL ASSESSMENT:</b> (indicate strengths or weaknesses)
<b>SPECIFIC RECOMMENDATIONS TO IMPROVE PERFORMANCE</b> (training, courses, etc)

<b>EMPLOYEE'S COMMENTS, IF ANY:</b>

I, the undersigned do hereby certify that I have read and discussed the above evaluation:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of employee)



Signature of immediate supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_

