

DATE: _____

APPENDIX E

PERFORMANCE EVALUATION FOR AFSCME EMPLOYEE**EVALUATION STATUS**

EMPLID: _____

_____ 3 Month Probationary
 _____ 5 Month Probationary
 _____ Probation Extension End
 _____ Annual/Year _____
 _____ Other/Year _____

NAME _____
 TITLE _____
 DEPARTMENT _____
 ANNIVERSARY DATE IN UMMS SERVICE _____
 ANNIVERSARY DATE IN TITLE _____

DEFINITION FOR RATING TO BE APPLIED

1. MEETS STANDARDS	Accomplished goals; meets departmental standards
2. NEEDS IMPROVEMENT	Below average performance but potentially acceptable
3. DOES NOT MEET STANDARDS	Many goals unrealized or many tasks not performed
4. NOT APPLICABLE (N/A)	Not applicable to the job

**SPECIFIC EXAMPLES
MAY BE CITED IN
THE SPACE
PROVIDED FOR
COMMENTS AND
MUST BE CITED
WHEN CATEGORIES**

QUALITY AND QUANTITY OF WORK	1. MEETS STANDARDS	2. NEEDS IMPROVEMENT	3. DOES NOT MEET STANDARDS	4. N/A
A. Demonstrates knowledge of the job				
B. Amount of work accomplished				
C. Performs work with accuracy				
D. Work is neat and presentable				
E. Work is thorough				
F. Organizes work appropriately				
SUPERVISOR'S COMMENTS:				
EMPLOYEE'S COMMENTS:				

WORK HABITS:	1. MEETS STANDARDS	2. NEEDS IMPROVEMENT	3. DOES NOT MEET STANDARDS	4. N/A
A. Is regular in attendance at work				
B. Observes established working hours				
C. Completes work on time				
D. Demonstrates the ability to work without supervision				
E. Complies with departmental and institution policies				
F. Complies with instructions, rules and regulations, including health and safety precautions				
SUPERVISOR'S COMMENTS:				
EMPLOYEE'S COMMENTS:				
WORK ATTITUDES	1. MEETS STANDARDS	2. NEEDS IMPROVEMENT	3. DOES NOT MEET STANDARDS	4. N/A
A. Endeavors to improve work techniques				
B. Accepts new ideas, procedures				
C. Accepts constructive criticism and suggestions				
D. Accepts responsibility				
E. Adapts to emergency situations				
SUPERVISOR'S COMMENTS:				
EMPLOYEE'S COMMENTS:				

RELATIONSHIPS WITH OTHERS:		1. MEETS STANDARDS	2. NEEDS IMPROVEMENT	3. DOES NOT MEET STANDARDS	4. N/A
A. Works well with co-workers					
B. Works well with the public					
C. Cooperates with supervisors and other staff members					
D. Observes established channels of Communication					
SUPERVISOR'S COMMENTS:					
EMPLOYEE'S COMMENTS:					
SUPERVISORY ABILITY (where applicable)		1. MEETS STANDARDS	2. NEEDS IMPROVEMENT	3. DOES NOT MEET STANDARDS	4. N/A
A. Demonstrates leadership ability					
B. Makes timely decisions					
C. Is fair and impartial in relationship with subordinates					
D. Trains and instructs subordinates					
E. Maintains acceptable performance standards among employees					
SUPERVISOR'S COMMENTS:					
EMPLOYEE'S COMMENTS:					

COMMENTS OF SUPERVISOR WHO PERFORMED THIS EVALUATION:

Recommendations:

Retention (probationary)
 Dismissal (probationary)
 Extend Probation
 No action required
 Other _____

Signature and Title

Date

Comments of Employee:

Date of Discussion with Supervisor

Evaluation)

Signature of Employee Being Evaluated
(Does not imply agreement or disagreement with**COMMENTS OF DEPARTMENT HEAD REVIEWING EVALUATION:**

Meets Standards

Does Not Meet Standards

Recommendations:

Retention (Probationary)
 Dismissal (Probationary)
 Extend Probation
 No Action Required
 Other _____

Signature and Title

Date

Comments of Employee:

I have read the comments of my supervisor and department head

Signature of Employee

Date