

SUPPLEMENTAL FORM A

To be completed by supervisor; please type or use black ink.

Employee Name: _____ **Department:** _____

Read all prerequisites for each factor. Determine which specification best describes the employee's performance; then check the appropriate response in the provided. selecting In the space provided for comments, provide justification for your selection, including areas where improvement is needed and/or the strengths in this area.

HUMAN RELATION SKILLS			
Diplomacy and Tact	Commendable	Satisfactory	Marginal
Displays good judgment and ability in handling potentially difficult and/or delicate situations with co-workers and supervisor(s); demonstrates good customer service skills.	Makes extra effort to be tactful and diplomatic with co-workers and supervisor(s); good customer service skills.	Uses good judgment in working with co-workers and supervisor(s); is capable of handling customer relations.	Does not get along well with others; many times is not tactful or diplomatic with co-workers, supervisor(s) or customers.
Comments:			
Communication	Commendable	Satisfactory	Marginal
Expresses ideas effectively in oral and written messages, comprehends information from others; works to keep others informed.	Communicates well using most methods of communication.	Usually communicates in a satisfactory manner.	Has trouble receiving, translating and transmitting basic information.
Comments:			
Initiative	Commendable	Satisfactory	Marginal
Acts as a self-starter and displays originality in achieving job objectives; points out situations where corrective action or improvements are needed.	Acts voluntarily in most situations. Alert performer.	Normal supervision needed. Will act voluntarily in routine matters.	Often waits to be told what to do. Needs continuous help in starting work, needs follow-up regularly.
Comments:			
Attitude	Commendable	Satisfactory	Marginal
Cooperates with supervisors and co-workers; responds positively to change, criticism and ideas; represents the College in a positive manner.	Works well with others. Positive attitude. Takes pride in work.	Cooperative. Interested; respects supervision.	Indifferent disposition, reluctant to comply with instructions. Uncooperative; can be difficult to work with.
Comments			

JOB SKILLS

Planning and Organization	Commendable	Satisfactory	Marginal
Plans and organizes workload for maximum efficiency.	Skillful in organizing and planning work. Meets emergencies promptly.	Efficient for this point in employment. Gives priority to important jobs.	Unsystematic. Unable to organize workload.
Comments:			
Technical/Job Knowledge	Commendable	Satisfactory	Marginal
Applies a combination of education, experience and practical skill for effective job performance.	Excellent understanding of most phases of the job.	Good working knowledge. Learning most of job duties at a satisfactory level.	Poor understanding of the job. Unable to perform at the minimum level.
Comments:			
Resourcefulness & Adaptability	Commendable	Satisfactory	Marginal
Cooperates and demonstrates willingness and ability to complete tasks and handle situations when the usual means or materials are not available.	Capable of meeting and solving most situations when forced to use unconventional means.	Usually able to complete assignments in cases where some means or materials are not available.	Restricted to current job duties. Unable to perform related job functions.
Comments:			
Quality of Work	Commendable	Satisfactory	Marginal
Produces work that is accurate, complete and neat.	Exceeds job standards. Exact and precise most of the time.	Meets job standards. Satisfactory in accuracy of work.	Below minimum standards; frequent follow-up or re-work required. Numerous errors.
Comments:			
Quantity of Work	Commendable	Satisfactory	Marginal
Produces a high volume of work with speed, accuracy and consistency of output.	Industrious, rapid; does more than required.	Output meets job requirements for this point in employment. Satisfactory volume.	Insufficient output; slow; usually behind in work.
Comments:			
Problem Solving	Commendable	Satisfactory	Marginal
Analyzes and solves problems employing logical and critical thinking	Thinks logically and rapidly; arrives at sound conclusions.	Acceptable judgment in use of common sense and logical processes. Minimal assistance needed in analysis of problems.	Fails to use common sense and consider obvious facts in making decisions. Usually makes wrong decision.
Comments:			

Attendance & Punctuality

Above Average

Acceptable

Needs Improvement

Comments:

PLAN FOR IMPROVEMENTS:

Supervisor's signature

Date

Employee's signature

Date