SOUTHWEST TEXAS JUNIOR COLLEGE

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Staff Performance Evaluation

| Employee Name: | Date | e: | |
|---|-----------------------|----------------------|---------------------|
| Department: | Job Title: | | |
| Date Employee began present position: | | | |
| JOB KNOWLEDGE/PERFORMANCE | Exceed Requirement | Meets Requirement | Needs Improvemen |
| Possesses a clear knowledge of the responsibilities and tasks of the job. | Requirement | Requirement | Improvement |
| 2. Performs duties in an accurate, thorough, effective manner. | | | |
| 3. Requires minimal supervision and direction. | | | |
| 4. Meets schedules and deadlines | | | |
| 5. Accepts responsibility | | | |
| 6. Displays a courteous and helpful attitude towards students and faculty | | | |
| 7. Is willing to learn new concepts and procedures | | | |
| Comments: | | | |
| DEPENDABILITY | | | |
| 1. Observes scheduled work hours | | | |
| 2. Does not abuse sick leave | | | |
| 3. Does not take extensive breaks | | | |
| 4. Limits personal telephone calls | | | |
| Comments: | | | |
| | | | |

PROFESSIONAL BEHAVIOR Exceeds Meets Needs Requirement Requirement Improvement 1. Is able to work effectively with associates subordinates, supervisors, and others. 2. Accepts supervision and suggestions for improvement. 3. Cooperates with other departments of the college 4. Helps co-workers accomplish tasks as needed 5. Begins work promptly on arrival 6. Avoids criticism of colleagues Comments: PERSONAL QUALITIES 1. Dresses appropriately 2. Demonstrates mature judgment and attitude 3. Practices tactfulness in all work contacts 4. Is flexible when conditions warrant 5. Health and stamina for effective job performances Comments:

| GENERAL COMMENTS: | |
|------------------------------------|--------|
| Supervisor: | |
| I have seen this report:(Employee) | (Date) |