

**DAEMEN COLLEGE
STAFF PERSONNEL PERFORMANCE APPRAISAL**

-----CONFIDENTIAL-----

Employee Name _____
Department _____

Position Title _____
Period Covered: From _____ **To** _____

PERFORMANCE CRITERIA

A. QUALITY OF WORK - *Consider the neatness, accuracy, and thoroughness of the work.*

- Exceeds expectations*
- Meets expectations*
- Does not meet expectations*

Comments/suggestions/goals: _____

B. QUANTITY OF WORK - *Consider the volume of work regularly produced and the consistency of output and speed.*

- Exceeds expectations*
- Meets expectations*
- Does not meet expectations*

Comments/suggestions/goals: _____

C. JOB KNOWLEDGE - *Consider the degree of understanding of the job and related functions and the quickness with which the employee has developed understanding of functional tasks. Consider job knowledge relative to the length of time in the current position.*

- Exceeds expectations*
- Meets expectations*
- Does not meet expectations*

Comments/suggestions/goals: _____

D. ATTITUDE - *Consider professionalism, enthusiasm, dedication, and interest displayed regarding position responsibilities and duties. Consider whether the employee expresses willingness to undertake new work, supports organizational goals and endeavors, and demonstrates flexibility in responses to changing circumstances.*

- Exceeds expectations*
- Meets expectations*
- Does not meet expectations*

Comments/suggestions/goals: _____

E. INITIATIVE - *Consider the degree to which the employee is self-starting and assumes responsibilities when specific directions are lacking. Consider how well the employee follows through on assignments, takes appropriate independent action when necessary, and the relative amount of supervision required.*

- Exceeds expectations*
- Meets expectations*
- Does not meet expectations*

Comments/suggestions/goals: _____

F. COOPERATION & ADAPTABILITY - *Willingness to accept supervision and responsibility; ability to adjust to changes in job assignment, methods, personnel or surroundings.*

- Exceeds expectations*
- Meets expectations*
- Does not meet expectations*

Comments/suggestions/goals: _____

G. **INTERPERSONAL RELATIONS** - Consider how well the employee gets along with other individuals in the performance of job duties. Consider the effectiveness of relations with co-workers, subordinates, supervisor, and if applicable, the general college community and the public in the handling of position responsibilities. Consider the employee's cooperativeness, tact and courtesy.

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Comments/suggestions/goals: _____

H. **ATTENDANCE** - Consider extent to which she/he correctly uses annual sick leave, times arriving tardy, length of lunch periods and breaks.

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Comments/suggestions/goals: _____

I. **SUPERVISOR ABILITY** - Consider only for individuals with supervisory responsibility. Consider leadership, ability to train, motivate, and ability to communicate.

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Comments/suggestions/goals: _____

J. **WORKPLACE SAFETY** - Complete only if applicable. The willingness and ability of the worker to conduct the job effectively while operating within the framework set down by the College for safe-work practices.

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Comments/suggestions/goals: _____

K. **OVERALL EVALUATION** - The overall evaluation should reflect the assessment of the employees' total performance, based upon the foregoing criteria. In making the assessment, consider the criteria according to the employee's duties and responsibilities, taking care not to overemphasize one particular criterion.

- Exceeds expectations
- Meets expectations
- Does not meet expectations

Comments/suggestions/goals: _____

Signature of the Appraiser

Date

Signature of Individual Appraised

Date

* Signature indicates only that the evaluation has been reviewed, and does not necessarily signify concurrence

NOTE: A response to this appraisal may be made on a separate sheet and attached.