



Seattle Pacific University Staff Evaluation

Mailed from Personnel:

Name: _____

Evaluation Period: _____

Department: _____

Classification: _____

Date Initially Employed: _____

Position Change Date: _____

1. Work Performance Standards

A. **Quality:** To measure the quality of work performed.

1	2	3	4	5	6	7	8	9	10
Unacceptable		Below desired departmental standards.		Usually meets departmental standards.		Meets departmental standards.		Exceeds departmental standards.	

Comments: _____

B. **Quantity:** To measure the amount of work accomplished.

1	2	3	4	5	6	7	8	9	10
Unacceptable		Below desired departmental standards.		Usually meets departmental standards.		Meets departmental standards.		Exceeds departmental standards.	

Comments: _____

C. **Knowledge of Job:** To measure employee's knowledge of the work classification as demonstrated by performance.

1	2	3	4	5	6	7	8	9	10
Unacceptable		Below desired departmental standards.		Usually meets departmental standards.		Meets departmental standards.		Exceeds departmental standards.	

Comments: _____

2. Adaptability

1	2	3	4	5	6	7	8	9	10
Unable to adjust.		Seldom able to adjust.		Usually able to adjust.		Able to adjust.		Quickly adjusts with minimum loss of efficiency.	

Comments: _____

3. Dependability

A. Reliability: To measure the degree of supervision required.

1	2	3	4	5	6	7	8	9	10
Needs constant supervision.		Usually needs supervision.		Occasionally needs supervision.		Meets departmental standards for independent work.		Exceeds departmental standards for independent work.	

Comments: _____

B. Attendance: Work missed (days off job not including vacation). Has not exceeded allotted CAL time.

1	2	3	4	5	6	7	8	9	10
9 days and above		7-8 days		5-6 days		3-4 days		2-0 days	

Comments: _____

C. Punctuality: Beginning of shift and return from lunch and rest breaks, early departures each month.

1	2	3	4	5	6	7	8	9	10
Arrives late and leaves early most of the time (15 times and above).		Usually arrives late or leaves early (9-14 times).		Occasionally arrives late or leaves early (5-8 times).		Seldom arrives late or leaves early (2-4 times).		"Never" arrives late or leaves early (0-1 time).	

Comments: _____

4. Attitude

A. Toward work direction and authority of supervision.

1	2	3	4	5	6	7	8	9	10
Rejects work direction and authority.		Seldom accepts work direction and authority.		Usually accepts work direction and authority.		Almost always accepts work direction and authority.		Always accepts work direction and authority.	

Comments: _____

B. Toward others (fellow employees, students, and public).

1	2	3	4	5	6	7	8	9	10
Inconsiderate of others' welfare.		Seldom considerate of others' welfare.		Usually considerate of others' welfare.		Almost always considerate of others' welfare.		Always considerate of others' welfare.	

Comments: _____

Additional Comments

Employee Development Plan: Supervisors are encouraged to identify specific areas of training or developmental experiences which will encourage individual growth for the employee. Ideally, activities identified will be directly related to elements of needed performance improvement noted in the evaluation.

Critical Incidents. Please identify any specific, significant incidents of positive or negative performance during the period under evaluation.

Signature of Supervisor

Date

Employee Comments:

I have read the evaluation and comments herein. I understand that signing this form does not indicate agreement or disagreement with this evaluation.

Signature of Employee

Date

Use extra sheets if necessary.