



## FLOATING EMPLOYEE - SHORT TERM ASSIGNMENT EVALUATION FORMAT

### I. EMPLOYEE DATA

Employee Name: \_\_\_\_\_ Generated ID: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Position Number: \_\_\_\_\_  
Department: \_\_\_\_\_ Campus: \_\_\_\_\_  
Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
Assignment Period FROM: \_\_\_\_\_ TO: \_\_\_\_\_

### II. DIRECTIONS

The first section of each rating consists of eight (8) defined rating factors and five (5) levels of performance for each. The definitions of the five levels of performance are listed below.

- Unsatisfactory:** Performance level is **unacceptable.**
- Needs Improvement:** Consistently **does not meet** standards of the job duty. Improvement is required.
- Fully Meets Expectations:** Consistently **meets** performance standards of the job duty, performance objective, or general performance factor.
- Exceeds Expectations:** Consistently **exceeds** performance standards in **many** areas of the job duty, performance objective, or general performance factor.
- Exemplary:** Consistently **displays** superior performance in **all** areas of the job duty, performance objective, or general performance factor.

The supervisor should carefully read the definition of each level and choose the description that best describes the employee being rated. The rating may be documented by examples of performance drawn from the employee's work during the rating period. The supervisor should use as a reference any verbal expectations, summaries prepared for budget purposes, employee's self-evaluation or other materials available which serve to establish a basis for evaluating the employee's performance and accomplishments during the rating period.

Upon completion of the rating procedure, an average factor score shall be determined by adding the numbers of each behavioral description checked. The sum should then be divided by the number of factors upon which the employee was evaluated. The quotient should be rounded off two places to the right of the decimal. This average score is used to determine the overall rating.

A conference will be held with the employee for whom the content of this evaluation will be discussed prior to submission of the evaluation. The employee will be provided an opportunity to comment and/or refute in writing on the evaluation form any entries made by the supervisor.

The original form will be maintained in the Office of Human Resources.

1. Quality of Work: Completes work thoroughly, accurately, neatly, and according to specifications. Produces output with minimal errors.

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Unsatisfactory           | <input type="checkbox"/> 4. Exceeds Expectations |
| <input type="checkbox"/> 2. Needs Improvement        | <input type="checkbox"/> 5. Exemplary            |
| <input type="checkbox"/> 3. Fully Meets Expectations |  |

COMMENTS:

2. Quantity of Work: Consistently produces an acceptable volume of work; produces services or output quickly and efficiently.

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Unsatisfactory           | <input type="checkbox"/> 4. Exceeds Expectations |
| <input type="checkbox"/> 2. Needs Improvement        | <input type="checkbox"/> 5. Exemplary            |
| <input type="checkbox"/> 3. Fully Meets Expectations |  |

COMMENTS:

3. Cooperation/Teamwork: Performs tasks harmoniously, agreeably, and is congenial with others. Demonstrates an ability to work collaboratively.

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Unsatisfactory           | <input type="checkbox"/> 4. Exceeds Expectations |
| <input type="checkbox"/> 2. Needs Improvement        | <input type="checkbox"/> 5. Exemplary            |
| <input type="checkbox"/> 3. Fully Meets Expectations |  |

COMMENTS:

4. Creation of a Positive Environment: Demonstrates a commitment to the improvement of the college atmosphere, services and image. Understands and responds to the needs of internal and external customers.

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Unsatisfactory           | <input type="checkbox"/> 4. Exceeds Expectations |
| <input type="checkbox"/> 2. Needs Improvement        | <input type="checkbox"/> 5. Exemplary            |
| <input type="checkbox"/> 3. Fully Meets Expectations |  |

COMMENTS:

5. Communication: Uses effective informing and listening skills, including speaking, writing, and listening.

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Unsatisfactory           | <input type="checkbox"/> 4. Exceeds Expectations |
| <input type="checkbox"/> 2. Needs Improvement        | <input type="checkbox"/> 5. Exemplary            |
| <input type="checkbox"/> 3. Fully Meets Expectations |  |

COMMENTS:

6. Initiative: Demonstrates self-motivation, self-reliance; is a self-starter.

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Unsatisfactory           | <input type="checkbox"/> 4. Exceeds Expectations |
| <input type="checkbox"/> 2. Needs Improvement        | <input type="checkbox"/> 5. Exemplary            |
| <input type="checkbox"/> 3. Fully Meets Expectations |  |

COMMENTS:

7. Adaptability/Flexibility: Demonstrates an ability to accept and meet changing conditions. Accepts constructive criticism and suggestions and uses them to advantage. Deals with anger, frustration, and disappointment in an appropriate manner.

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Unsatisfactory           | <input type="checkbox"/> 4. Exceeds Expectations |
| <input type="checkbox"/> 2. Needs Improvement        | <input type="checkbox"/> 5. Exemplary            |
| <input type="checkbox"/> 3. Fully Meets Expectations |  |

COMMENTS:

8. Attendance/Punctuality: Maintains assigned work schedules without unapproved absences. Reports to work on time and begins work promptly.

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Unsatisfactory           | <input type="checkbox"/> 4. Exceeds Expectations |
| <input type="checkbox"/> 2. Needs Improvement        | <input type="checkbox"/> 5. Exemplary            |
| <input type="checkbox"/> 3. Fully Meets Expectations |  |

COMMENTS:

**III. POINT SUMMARY**

	FACTOR	POINTS	
1.	Quality of Work	_____	
2.	Quantity of Work	_____	
3.	Cooperation/Teamwork	_____	
4.	Creation of a Positive Environment	_____	
5.	Communication	_____	
6.	Initiative	_____	
7.	Adaptability/Flexibility	_____	
8.	Attendance/Punctuality	_____	
	Total	_____	÷ 8 (factors) = _____

**IV. COMMENTS AND SIGNATURE OF EMPLOYEE – signature does not indicate agreement with the evaluation results but indicates the evaluation was reviewed and discussed with the employee.**

---

Employee

---

Date

**V. ENDORSEMENTS:**

---

Dean/Director/Provost

---

Date

---

Vice President

---

Date