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.

(Revised 10/11)
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.

   - 1. Unsatisfactory
   - 2. Needs Improvement
   - 3. Fully Meets Expectations
   - 4. Exceeds Expectations
   - 5. Exemplary

   **COMMENTS:**

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

   - 1. Unsatisfactory
   - 2. Needs Improvement
   - 3. Fully Meets Expectations
   - 4. Exceeds Expectations
   - 5. Exemplary

   **COMMENTS:**

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

   - 1. Unsatisfactory
   - 2. Needs Improvement
   - 3. Fully Meets Expectations
   - 4. Exceeds Expectations
   - 5. Exemplary

   **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.

   - 1. Unsatisfactory
   - 2. Needs Improvement
   - 3. Fully Meets Expectations
   - 4. Exceeds Expectations
   - 5. Exemplary

   **COMMENTS:**

(Revised 10/11)
5. **Communication:** Uses effective informing and listening skills, including speaking, writing, and listening.

- [ ] 1. Unsatisfactory
- [ ] 2. Needs Improvement
- [ ] 3. Fully Meets Expectations
- [ ] 4. Exceeds Expectations
- [ ] 5. Exemplary

**COMMENTS:**

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

- [ ] 1. Unsatisfactory
- [ ] 2. Needs Improvement
- [ ] 3. Fully Meets Expectations
- [ ] 4. Exceeds Expectations
- [ ] 5. Exemplary

**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.

- [ ] 1. Unsatisfactory
- [ ] 2. Needs Improvement
- [ ] 3. Fully Meets Expectations
- [ ] 4. Exceeds Expectations
- [ ] 5. Exemplary

**COMMENTS:**

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

- [ ] 1. Unsatisfactory
- [ ] 2. Needs Improvement
- [ ] 3. Fully Meets Expectations
- [ ] 4. Exceeds Expectations
- [ ] 5. Exemplary

**COMMENTS:**

(Revised 10/11)
III. **POINT SUMMARY**

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quality of Work</td>
<td></td>
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<tr>
<td>2. Quantity of Work</td>
<td></td>
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<tr>
<td>3. Cooperation/Teamwork</td>
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<td>4. Creation of a Positive Environment</td>
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<td>5. Communication</td>
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<tr>
<td>6. Initiative</td>
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<tr>
<td>7. Adaptability/Flexibility</td>
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<tr>
<td>8. Attendance/Punctuality</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$\div$ 8 (factors) = ______</td>
</tr>
</tbody>
</table>

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.

(Revised 10/11)
Employee

Date

V. ENDORSEMENTS:

Dean/Director/Provost

Date

Vice President

Date

(Revised 10/11)