



**PERSONNEL EVALUATION PROCESS  
HOURLY PERSONNEL**

**NAME:** \_\_\_\_\_

**POSITION/TITLE:** \_\_\_\_\_

**OFFICE/DEPARTMENT:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**EVALUATION PERIOD:**

## PERSONNEL EVALUATION PROCESS HOURLY PERSONNEL

### GENERAL:

---

It is the intent of this document to establish a clearly defined personnel assessment process for the benefit of both hourly personnel and their supervisors.

### PURPOSE:

---

The purpose of the assessment process will be:

1. To insure the existence of a quality staff.
2. To provide a systematic procedure for improvement.
3. To serve as an administrative tool for assimilating new staff into the organizational structure.
4. To provide a basis for merit considerations and promotions.

### INSTRUCTIONS TO ASSESSMENT PROCESS:

---

Supervisors shall evaluate all full-time hourly staff members under their supervision.

1. The evaluation process shall consist of an annual formal evaluation and periodic performance reviews when appropriate.
2. The formal evaluation shall be conducted in a conference setting utilizing the attached classified personnel performance assessment form. The form shall be filed in the office of Human Resources by March 1.
3. Performances reviews may be conducted periodically and may consist of constructive job improvement suggestions or recognition of outstanding work.

These forms are to be used in conjunction with the annual formal evaluation. Note that the evaluation should be conducted in a conference setting.

1. Evaluate employee performance in each work factor area by checking the appropriate space. Be certain your rating reflects performance for the entire period rather than recent events or isolated incidents.
2. This evaluation shall be filed in the office of Human Resources.

**DEPENDABILITY:** Degree of supervision needed to carry out tasks to completion to meet job goals.

- ☞ Self-starter; rarely needs supervision.
- ☞ Needs some supervision; dependable on routine work.
- ☞ Needs frequent supervision and reorientation on job goals.
- ☞ Needs constant supervision.

**ADAPTABILITY:** Ability to learn quickly; ability to adjust to changes in job assignment, methods, personnel or surroundings.

- ☞ Quick to catch on; welcomes new assignments; undisturbed by changes.
- ☞ Learns well and willingly; accepts change.
- ☞ Learns with difficulty; tends to resist change.
- ☞ Does not grasp or is forgetful of assignments; fights change.

**ATTENDANCE:** Consider number of absences, times arriving tardy, length of lunch periods and number and length of refreshment breaks.

- ☞ Outstanding record of attendance and punctuality
- ☞ Rarely absent or late.
- ☞ Some problems with attendance, punctuality or misuse of time.
- ☞ Has serious problem with attendance, punctuality or abuse of time.

**COOPERATION:** Willingness to take supervision; ability to get along with co-workers; recognizes value of establishing objectives.

- ☞ Responds with enthusiasm to challenge and responsibility.
- ☞ Usually responds well to supervision and co-workers; sometimes takes initiative.
- ☞ Needs prodding; some problems with co-workers; difficulty setting objectives.
- ☞ Resents directions; has to be watched and supervised constantly.

**QUANTITY OF WORK:** Ability to meet or surpass established goals; consider frequency of need for personal overtime, and use of time during normal workday.

- ☞ Never misses deadlines; sometimes ahead of schedule; set new goals upon task completion.
- ☞ Turns out all assigned work; usually makes good use of time.
- ☞ Rarely behind in work but does not seek other tasks when job goals are met.
- ☞ Has difficulty working with speed; requires constant help to complete assignments.

**QUALITY OF WORK:** Consider accuracy, attention to detail and neatness of work; need to re-do work; orderliness of work place.

- ☞ Exceptional accuracy; constant attention to detail; very well organized.
- ☞ Few errors; usually thorough and attentive; generally neat.
- ☞ Does acceptable work but needs more attention to accuracy; sometimes lacks neatness.
- ☞ Does poor work; frequently has to re-do tasks; tends to be messy.

**JOB KNOWLEDGE:** Degree of familiarity with job procedures and equipment essential to the job; ability to be innovative.

- ☞ Has completely mastered all phases of job; can adapt tools and procedures to new tasks.
- ☞ Thorough knowledge of most phases of work; handles equipment well.
- ☞ Insufficient knowledge of some phases of job; does not use equipment well.
- ☞ Relies on others constantly; does not know proper use or application of all tools.

**REASONING:** Ability to use good judgment to arrive at sound conclusions, and the ability to take timely action.

- ☞ Always takes decisive, timely action using sound judgment.
- ☞ Uses good sense most of the time but lacks self-confidence.
- ☞ Makes frequent errors in judgment; slow to take action.
- ☞ Cannot be trusted to make decisions; neglects or misinterprets facts.

**APPEARANCE:** Exhibits good judgment and taste in dress; is well groomed.

- ☞ Always dresses appropriately for situation; neat, well groomed.
- ☞ Usually dresses appropriately; neat, well groomed.
- ☞ Occasionally reports to work inappropriately dressed or not well groomed.
- ☞ Poorly groomed, sloppy and/or inappropriately dressed.

**INTERPERSONAL RELATIONS:** Ability to communicate effectively with the public; degree to which a positive image of SPC is projected and sustained.

- ☞ Always gives courteous service; is a very effective communicator.
- ☞ Usually is positive and supportive of SPC mission; gives College good image.
- ☞ Tends to be impersonal and perfunctory in dealings with public; lacks professionalism.
- ☞ Very brusque; does not convey a positive image of the College.

## REVIEW SUMMARY

AREAS EMPLOYEE HAS EXHIBITED OUTSTANDING PERFORMANCE:

---

---

---

---

---

---

---

---

AREAS EMPLOYEE REQUIRES IMPROVEMENT:

---

---

---

---

---

---

---

---

STRATEGY FOR IMPROVING PERFORMANCE:

---

---

---

---

---

---

---

---

EMPLOYEE COMMENTS:

---

---

---

---

---

---

---

---

SIGNATURES:

The signature below constitutes acknowledgement of evaluation but does not mean the employee agrees with evaluation.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_