

INPUT FROM PEERS / COLLEAGUES / CUSTOMERS
FOR
CONTRACTED CLASSIFIED

FORM A

Appraisal of:

Your name:

- (3) **Exceeds Expectations** Performs with little or no supervision. Looks for ways to achieve excellence.
- (2) **Meets Expectations** Performs consistently well with supervision. Completes assignments and tasks on time.
- (1) **Needs Improvement** Requires much supervision. Inconsistent performance.
- (NA) **Not Applicable or Observed**

Please use the codes above for your responses.

SCORE 3 - 1

1. Initiative / Self Motivation - Assesses what needs to be done to accomplish job responsibilities, and with a minimum of supervision, takes appropriate action to complete assigned tasks.

2. Adaptability / Flexibility - Responds to changing conditions and requirements in a positive and constructive manner.

3. Judgment / Professional Behavior - Makes sound decisions and bases actions on fact rather than emotion.

4. Confidentiality - Keeps in confidence information encountered in the working environment.

5. Interpersonal Relationships / Teamwork - Demonstrates what to do and/or say to keep good relations with others and a willingness to work within a group approach to achieve an efficient operation; responds in a positive and constructive manner.

6. Completes Assigned Work Accurately - Accomplishes tasks accurately, neatly, thoroughly, and efficiently; completes work in allocated time under normal circumstances.

7. Attendance & Punctuality - Complies with absence, tardiness, break and attendance rules.

8. College Procedures - Follows applicable Board Policies, appropriate use of technology and other regulations. Follows safety regulations.

9. Communication

- a. Writes in an effective manner.
- b. Speaks in an effective manner.
- c. Actively listens in an effective manner.

Comments: