

EARLHAM COLLEGE PERFORMANCE APPRAISAL - OFFICE STAFF

Employee's Name: _____ Position: _____

Supervisor's Name: _____ Dept./Office: _____

Instructions: Supervisor is to check column at the right for each category below and review appraisal with the employee.

| | Exceeds Expectations | Meets Current Standards | Needs Improvement |
|---|-------------------------|-------------------------------|----------------------|
| QUALITY OF WORK: | | | |
| a. Follows instructions | _____ | _____ | _____ |
| b. Demonstrates an appropriate knowledge and understanding of this job | _____ | _____ | _____ |
| c. Completes work accurately | _____ | _____ | _____ |
| d. Produces neat documents | _____ | _____ | _____ |
| e. Maintains confidentiality of information | _____ | _____ | _____ |
| f. Maintains accurate records and files | _____ | _____ | _____ |
| g. Answers telephone calls using good telephone etiquette | _____ | _____ | _____ |
| h. Takes independent action appropriate to this job | _____ | _____ | _____ |
| i. Produces creative and workable solutions to unforeseen problems | _____ | _____ | _____ |
| TIME MANAGEMENT: | | | |
| a. Produces appropriate quantity of work | _____ | _____ | _____ |
| b. Uses time effectively | _____ | _____ | _____ |
| c. Shows flexibility in handling work flow | _____ | _____ | _____ |
| d. Follows agreed upon work priorities | _____ | _____ | _____ |
| INTERPERSONAL RELATIONSHIPS: | | | |
| a. Cooperates with other staff | _____ | _____ | _____ |
| b. Demonstrates sensitivity to student needs | _____ | _____ | _____ |
| c. Shows courtesy with outside publics | _____ | _____ | _____ |
| d. Accepts suggestions/criticisms well | _____ | _____ | _____ |
| e. Demonstrates appropriate tactfulness | _____ | _____ | _____ |