

**MARICOPA COMMUNITY COLLEGES
EMPLOYEE DEVELOPMENT EVALUATION
SUPPORT PERSONNEL**

Please type or print

EVALUATION WILL BE CONFIDENTIAL

S.S.#

Evaluation Status:

Name (Last, First & Middle Initial)

Location - Dept.

Years in Present Job Job Title

Grade

Appraisal Period

From:

To:

Appraised By: (Administrator/Supervisor)

Date:

Approved By: (College President or District Administrator)

Date:

The supervisor may complete an evaluation form on an employee at any time in addition to the annual evaluation.

Place an "X" in the appropriate box
and briefly give your comments on this employee
concerning the following areas:

	Outstanding	Good	Satisfactory	Fair	Unsatisfactory	Comments
1. KNOWLEDGE OF WORK (Understanding of the various phases, knowledge of the necessary technical fundamentals, etc.)						
2. QUALITY OF WORK (Thoroughness, neatness, accuracy, etc.)						
3. QUANTITY OF WORK (Amount of work accomplished, maintaining time or work schedule, prompt completion of work, etc.)						
4. INITIATIVE (Ability to act on his/her own, etc.)						
5. CARRYING OUT INSTRUCTIONS (Willingness and ability to take instructions and follow through, etc.)						
6. ATTITUDE (Accepts suggestions, responsibility, improves work technique, etc.)						
7. EQUITY AND MUTUAL RESPECT (Promotes an environment of equity and mutual respect; promotes conditions that are humane, fair, dignified and non-discriminatory)						
8. ATTENDANCE/PUNCTUALITY (Consistency in avoiding absenteeism and tardiness. Refer to Policy for determination of excessive absenteeism [Beyond that which is accrued])						
9. OVERALL APPRAISAL (Place an "X" in the appropriate box only)						

10. MAJOR STRENGTHS AND/OR WEAK AREAS NEEDING IMPROVEMENT

11. RECOMMENDATION:

Information on this form
has been reviewed by:

Employee's Signature

Date

Comments by Employee:

MARICOPA COMMUNITY COLLEGES ABIDE BY ALL STATE AND FEDERAL NONDISCRIMINATION AND EQUAL OPPORTUNITY REQUIREMENTS

Distribution: Original to District for Personnel File; copies to President and Employee