

**CAPITAL COMMUNITY COLLEGE  
UNCLASSIFIED PERSONNEL EVALUATION FORM  
(AFSCME)**

Name \_\_\_\_\_ Title \_\_\_\_\_

Evaluated period from \_\_\_\_\_ through \_\_\_\_\_

Rate each dimension above standard (AS) if the performance is above the range of performance considered standard for the dimension, high standard (HS) if the performance is within the standard range on the high side, standard (S) if the performance is simply standard (neither high nor low), low standard (LS) if the performance is within the standard range on the low side, below standard (BS) if the performance is below the standard range. Rate the dimension not rated (NR) if the reviewer has no judgment to offer on that dimension. Instances of performance which influenced the reviewer should be given in every dimension.

1. Communications \_\_\_\_\_ :
  
2. Job Awareness \_\_\_\_\_ :
  
3. Thoroughness \_\_\_\_\_ :
  
4. Competence \_\_\_\_\_ :
  
5. Productivity \_\_\_\_\_ :
  
6. Attitude \_\_\_\_\_ :
  
7. Dependability \_\_\_\_\_ :

8. Planning and Scheduling \_\_\_\_\_ :

9. Resource Conservation \_\_\_\_\_ :

10. Group Participation \_\_\_\_\_ :

11. Goal setting and success in achieving objectives \_\_\_\_\_ :

Employee's comment to this review

Signatures

Employee \_\_\_\_\_ Date \_\_\_\_\_

(I have read this  
evaluation of my  
performance)

Supervisor (and reviewer if different)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

## SELF EVALUATION FORM

This part of the evaluation is to be completed by the employees at the employee's option. The suggested ratings are: **EXCELLENT, GOOD, SATISFACTORY, NEEDS IMPROVEMENT, POOR, ETC.** Give instances of performance which influenced the evaluation.

- 1 Career and Professional Development \_\_\_\_\_ : COMMENTS-
- 2 Educational Opportunities \_\_\_\_\_ : COMMENTS-
- 3 Management \_\_\_\_\_ : COMMENTS-
- 4 Intra-department Cooperation \_\_\_\_\_ : COMMENTS-
- 5 College Environment \_\_\_\_\_ : COMMENTS-
- 6 Work Assignments \_\_\_\_\_ : COMMENTS-
- 7 Other Comments:

Employee's Initials \_\_\_\_\_ Date \_\_\_\_\_