

**SUPPORT STAFF
NEW EMPLOYEE 3 MONTH EVALUATION**

EMPLOYEE NAME _____

DEPARTMENT _____

****AVERAGES:**

	BELOW	AVERAGE	ABOVE
1. <u>QUALITY OF WORK</u> - PROGRESS AS TO THOROUGHNESS, ACCURACY AND NEATNESS.			
2. <u>QUANTITY OF WORK</u> - PROGRESS AS TO SPEED, DILIGENCE, AND CONSISTENCY OF OUTPUT.			
3. <u>ABILITY TO LEARN NEW DUTIES</u> - SPEED WITH WHICH EMPLOYEE MASTERS NEW ROUTINE, GRASPS EXPLANATIONS AND RETAINS THIS KNOWLEDGE.			
4. <u>DEPENDABILITY</u> - CONSCIENTIOUSNESS, RELIABILITY, PUNCTUALITY, ATTENDANCE AND SUPERVISION REQUIRED.			
5. <u>ATTITUDE</u> - INTEREST, SATISFACTION AND ENTHUSIASM TOWARD JOB AND THE COLLEGE.			
6. <u>COOPERATION</u> - ABILITY TO WORK HARMONIOUSLY AND EFFECTIVELY WITH OTHER EMPLOYEES AND SUPERVISORS.			
7. <u>CONTACT WITH OTHERS</u> - TACT, ABILITY TO EXPRESS SELF EFFECTIVELY.			

*****Comments can be made on Page 2.**

1. WHAT ARE EMPLOYEE'S STRONG POINTS? _____

2. WHAT AREA/S OF THE EMPLOYEE'S PERFORMANCE NEED IMPROVEMENT? _____

AS THE SUPERVISOR, DO YOU RECOMMEND THE RETENTION OF THIS EMPLOYEE?

YES___ NO___ IF NOT, PLEASE EXPLAIN!

SUPERVISOR/S SIGNATURE

I HAVE READ THIS EVALUATION AND REVIEWED ITS CONTENTS WITH THE ABOVE-MENTIONED SUPERVISOR/S.

EMPLOYEE'S SIGNATURE

