

**ST. LAWRENCE UNIVERSITY
EMPLOYEE PERFORMANCE REPORT**

Name:	Job Classification:	Department:
Reason For Evaluation: Probation _____ 30 Day: _____ 60 Day: _____ 90 Day: _____ Annual: _____ Special: _____		Rating Period: From: _____ To: _____

SECTION A - ITEMIZED CHECK LIST Employee's immediate supervisor should check each item in the appropriate column. Report must be completed in ink. Any changes made in the report subsequent to the employee's signing, require initialing by the employee and person making the change.	EXCEEDS	MEETS EXPECTATIONS	IMPROVEMENT NEEDED	UNSATISFACTORY	SECTION B - OVERALL EVALUATION Check overall evaluation which must reflect and be consistent with itemized check list. Specific written comments are required.
ALL EMPLOYEES					COMMENTS/SUGGESTIONS FOR IMPROVEMENT
1. ATTENDANCE/PUNCTUALITY					
2. SAFETY PRACTICES					
3. PERSONAL NEATNESS					
4. COMPLIANCE WITH RULES/REG.					
5. COOPERATION/ATTITUDE					
6. ACCEPTANCE OF NEW IDEAS & PROCEDURES					
7. APPLICATION OF EFFORT/INTEREST IN JOB					
8. ACCURACY OF WORK					
9. JUDGEMENT					
10. PUBLIC RELATIONS/CUSTOMER SERVICE					
11. ORAL EXPRESSION					
12. EQUIPMENT OPERATION					
13. NEATNESS OF WORK					
14. PERFORMANCE WITH MINIMUM SUPERVISION					
15. PROMPTNESS IN COMPLETING WORK					
16. DEPENDABILITY					
17. VOLUME OF WORK PRODUCED					
18. QUALITY OF WORK PRODUCED					
19. PERFORMANCE UNDER PRESSURE					
20. PERFORMANCE IN NEW WORK SITUATIONS					
21. IMPROVEMENTS SINCE LAST REPORT					
22. OTHER					

REVIEWER: _____ DATE: _____

I HAVE DISCUSSED THIS REPORT WITH MY SUPERVISOR. I UNDERSTAND MY SIGNATURE DOES NOT NECESSARILY MEAN I AGREE WITH ALL THE MARKINGS.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

I WOULD LIKE TO DISCUSS THIS REPORT OR OTHER MATTERS WITH SOMEONE OTHER THAN MY RATING SUPERVISOR.

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EMPLOYEES WHO SUPERVISE					COMMENTS/SUGGESTIONS FOR IMPROVEMENT
1. COORDINATING WORK WITH OTHERS					
2. ACCEPTANCE OF RESPONSIBILITY					
3. ENFORCEMENT OF WORK STANDARDS					
4. TRAINING & INSTRUCTING STAFF					
5. PLANNING & ASSIGNING WORK					
6. FAIRNESS AND IMPARTIALITY TO STAFF					
7. ENCOURAGE STAFF TO BE PRODUCTIVE					
8. ADEQUACY OF INSTRUCTIONS					
9. LEADERSHIP					
10. APPROACHABILITY					
11. WRITTEN EXPRESSION					
12. SAFETY					
ADDITIONAL ITEMS					

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