

**CONTINGENCY EMPLOYEE PERFORMANCE EVALUATION**

**NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**RATINGS:**      **A = ABOVE EXPECTATIONS**  
                       **B = MEETS EXPECTATIONS**  
                       **C = BELOW EXPECTATIONS**

<b>JOB PERFORMANCE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>COMMENTS</b>
<b>1. QUALITY OF WORK:</b> Consider the employee's job knowledge and the extent to which the employee is accurate, neat, well-organized and thorough.				
<b>2. QUANTITY OF WORK:</b> The amount of work produced meets reasonable standards.				
<b>3. WORK HABITS:</b> The employee shows good daily attendance, is punctual, orderly, complies with rules, regulations and instructions and works without immediate supervision.				
<b>4. PERSONAL QUALITIES:</b> The employee uses good judgment, shows initiative and adapts to emergency and new situations. Personal qualities also include personal hygiene.				
<b>5. RELATIONSHIP WITH OTHERS:</b> The employee works effectively and courteously with fellow employees, students and the public.				
<b>6. SUPERVISORY QUALITIES (if applicable):</b> The extent to which the employee exhibits leadership, impartiality and fairness in making decisions. Shows good judgment in assigning work and communicates effectively. Assignments are completed in an effective and timely manner.				
<b>7. GENERAL COMMENTS OR COMMENTS ON OTHER FACTORS NOT LISTED ABOVE</b>				
<b>8. OVERALL PERFORMANCE RATING</b>				

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator of Contingency Employment

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR PREPARING CONTINGENCY EMPLOYEE PERFORMANCE EVALUATION FORM

1. An evaluation may be completed for a Contingency employee.
2. **The Supervisor completing the evaluation:**

The employee may be evaluated by the supervisor who is immediately responsible for the work of the employee. The supervisor is defined as the person who either oversee, reviews or checks the daily work of the employee or is the one who is most closely acquainted with the employee's work performance.
3. **An employee's work performance shall be evaluated by:**

Placing a check mark in the appropriate rating box (Above, Meets or Below Expectations) opposite the factor being reviewed. In addition, the supervisor should state in the "Comments" space the suggestions he/she gave to the employee on how to improve work performance, if improvement is needed or why the employee's performance fails to meet or exceeds the expectations.
4. **The Supervisor may:**

Add factors which are considered pertinent to the evaluation and record suggestions made to the employee that aid him/her in improving work performance or make other pertinent comments.
5. **The Supervisor shall:**
  - A. Hold a conference with each employee for whom an evaluation is completed.

Note: The form may be completed at the time of the conference if the supervisor so wishes.
  - B. Explain to the employee:
    - \* The reasons for the performance evaluation.
    - \* The job content of his/her position.
    - \* The kind of work performance expected.
    - \* The basis for the evaluation given.
    - \* Areas where work performance may be improved. Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. The evaluator and evaluatee may discuss any questions that the evaluatee has concerning his/her job and/or the responsibilities and duties assigned.
    - \* If the employee feels that the evaluation is improper, he/she may go to the evaluator's immediate superior to resolve differences. No contingency employee shall be denied this privilege.
  - C. Sign the performance evaluation form and obtain the signature of the employee.
  - D. Submit the completed form to the Coordinator of Contingency Employment.
  - E. Provide the employee with a duplicate copy of the completed form.

### DEFINITION OF PERFORMANCE RATINGS:

- A. **Above Expectations:** The employee's performance shows consistent and important contributions which exceed normal expectations. Performance achievements are distinctive, unique and are beyond the principal objectives of the position. If the employee's work is truly exceptional and worthy of special notice and commendation, a notice of outstanding work performance should be considered.
- B. **Meets Expectations:** The employee's performance shows attainment of the principal objectives of the position. Performance is consistent with reasonable expectations of a well-trained, competent person in this position classification.
- C. **Below Expectations:** The employee's performance shows deficiencies which seriously interfere with the attainment of the principal objectives of the position. Improved performance on this factor is needed which requires a serious concentrated effort on the part of the employee to reach a satisfactory level. Continued failure to show improvement may lead to preparation of a notice of unsatisfactory service.