



Proven.

Blinn College is the premier two-year college in Texas for those seeking educational excellence in academic programs, technical education, and workforce development. We expect excellence and we encourage individual success by providing challenging learning experiences within a supportive environment. Outstanding faculty and staff prepare our students to succeed at universities, in their careers, and in life.

PERFORMANCE APPRAISAL

FOR NON-EXEMPT EMPLOYEES

EMPLOYEE'S NAME

The purpose of the classified performance appraisal survey is to provide input to the employee to help him/her become more effective in carrying out assigned duties. Information from these appraisals may also be used by the administration in making decisions relative to promotions, job duties or assignments, and continued employment.

PERFORMANCE APPRAISAL

Employee _____

SECTION 1 - TO BE COMPLETED BY EMPLOYEE

ESSENTIAL DUTIES - LIST IN ORDER OF IMPORTANCE YOUR JOB DUTIES OR FUNCTIONS

	Percentage of Time Spent	Rating by Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Key: 1= Exceeds Expectations 2= Meets Expectations 3=Needs Improvement 4=Unsatisfactory

SUPERVISOR'S COMMENTS: _____

GOALS:

List previous goals. What has been your progress on your goals as assigned in your last review?

EMPLOYEE: _____

SUPERVISOR'S COMMENTS: _____

SECTION II - TO BE COMPLETED BY SUPERVISOR

INSTRUCTIONS

This form is designed to facilitate the performance appraisals of the employees of Blinn College. In preparing for performance appraisal, you should review the employee's job description, review the employee's previous performance appraisal form, review the employee's actual performance on the job, and then appraise the employee's performance by completing this form.

For each area circle the number which, based upon your observation and all pertinent information, best fits the performance of the employee. You are urged to use freely the "comments" section for significant comments. If additional space is needed, please attach a separate sheet of paper.

Key: 1 = Exceeds Expectations 2 = Meets Expectations 3 = Needs Improvement 4=Unsatisfactory

JOB KNOWLEDGE

1 2 3 4

Does the employee know and understand the various phases of his/her job and related work assignments; understand how his/her job relates to other departments; and know the capacity of tools and equipment necessary to perform his/her job? Employee's willingness to perform other work in his/her department with application of current job knowledge in new or unfamiliar work. Employee is flexible regarding change and reacts well to pressure.

Comments: _____

QUALITY OF WORK

1 2 3 4

Indicate the ability to perform work duties correctly and accurately in a neat and thorough manner with attention to details and other factors relating to quality, within established time frames. Expresses desire to learn new things; is a self-starter, within the limits of his/her job; and carries jobs through to completion. Employee requests additional responsibilities and is creative in handling difficult assignments.

Comments: _____

QUANTITY OF WORK

1 2 3 4

The amount of work the employee is able to accomplish in a day's work. Employee utilizes time effectively and is capable of working on several assignments at the same time. Employee can be depended upon to carry out instructions and complete assignments on schedule. Employee does not waste time and stays at his/her job. Knows when to seek help.

Comments: _____

WORKING RELATIONS / CUSTOMER SATISFACTION

1 2 3 4

Employee expresses a positive attitude towards his/her work; shows tact and cooperation in dealing with customers, fellow employees and members of management. Works willingly with other employees and departments to achieve a common objective. Recognizes and fulfills the need to inform Students, co-workers, and subordinates as needed to further the task(s) at hand. Makes a conscious effort to give appropriate instructions, both written and verbal. Encourages feedback and listens carefully to others.

Comments: _____

COMMENTS

A. Employee's comments: _____

A. Supervisor's comments: _____

OVERALL APPRAISAL

Based on the ratings for each individual area appraised, determine a range that most accurately indicates the employee's overall performance in their present position.

Overall Rating: _____

Comments: _____

SECTION III - GOALS

TO BE COMPLETED BY SUPERVISOR WITH EMPLOYEE

List employee goals to be completed before the next review. Goals should have measurable outcomes and specific due dates.

ACKNOWLEDGMENT OF DISCUSSION AND REVIEW

I am fully aware of and have reviewed the information within this document with my supervisor.

Employee

Date

Supervisor

Date

Reviewing Manager's Comments: _____

Manager

Date