

Self Evaluation: Yes No

For Supervisor Use Only:
3 mos 6 mos Annual

CAL POLY

CORPORATION

PERFORMANCE EVALUATION

Regular Benefitted Non-Management Salary Plan Employees
(Includes Non-Exempt Employees and Exempt/Non-Exempt Employees under Sponsored Projects)

Name:		Title:	
Reviewer:		Department:	
Review Period:		Hire Date:	

RATING SCALE				
<p>Consistently Far Exceeded Standards 5</p> <p>Results achieved have <u>consistently far exceeded</u> the requirements of the job in all major areas of responsibility.</p> <p>Employee has demonstrated exceptional job proficiency</p>	<p>Consistently Exceeded Standards 4</p> <p>Results achieved have <u>consistently exceeded</u> the requirements of the job in all major areas of responsibility.</p> <p>Employee is fully qualified in all aspects of the job</p>	<p>Consistently Met Standards 3</p> <p>Results achieved have <u>consistently met</u> the requirements of the job in all major areas of responsibility and occasionally surpassed these requirements.</p> <p>Employee has demonstrated good solid work performance</p>	<p>Occasionally Met Standards 2</p> <p>Results achieved have <u>met minimum</u> of requirements in most major areas of responsibility with occasional failure to meet these requirements.</p> <p>Employee's performance requires improvement</p>	<p>Have Not Met Standards 1</p> <p>Results have <u>not met</u> the minimum requirements of the job.</p> <p>Employee's performance is unacceptable</p>

PERFORMANCE FACTORS <i>Please select a rating of 1-5 and use increments of .25. This represents 70% of the total overall rating.</i>	RATING
1. <u>QUALITY OF WORK:</u> Job assignments are consistently accurate, completes work tasks and projects in a timely manner, complies with policies and procedures, budgets time, plans effectively, prioritizes appropriately, and demonstrates effective verbal and written communication skills	
2. <u>QUANTITY OF WORK:</u> Completes work volume and displays a sense of urgency in completion of job duties	
3. <u>TEAMWORK:</u> Works well with staff in the unit and with outside units. Fosters teamwork, spirit of cooperation, and enhances task accomplishment through positive and supportive cooperation	
4. <u>JOB KNOWLEDGE:</u> Possess the skills and knowledge to perform the essential functions of the position	
5. <u>RELIABILITY AND DEPENDABILITY:</u> Maintains a reliable attendance and punctuality record. Requires little or no supervision, completes work expected without reminders	
6. <u>CUSTOMER SERVICE:</u> Recognizes and responds to internal and external customer needs, assists customers without being asked, and consistently follows and displays high quality service	
7. <u>PROFESSIONALISM:</u> Interacts and relates effectively with others, promotes teamwork, displays respect, cooperation, and helpfulness to supervisors and staff, dresses appropriately, and represents Cal Poly Corporation in a professional manner	
8. <u>INITIATIVE:</u> Strives to learn and improve, seeks out ways to better himself/herself and Cal Poly Corporation. Takes responsibility, works hard and is self-motivated, has the initiative and willingness to get things done	
9. <u>SUPERVISION (IF APPLICABLE):</u> Interviews, hires, and trains employees. Cross trains, plans, assigns, and directs work. Appraises performance, provides individual performance coaching, develops employees for key positions, provides feedback and career guidance. Rewards and disciplines employees, addresses complaints, and resolves problems	
PERFORMANCE FACTORS OVERALL RATING	

PERFORMANCE OBJECTIVES FOR THIS REVIEW PERIOD N/A for 3 and 6 month evaluations <i>Please select a rating of 1-5 and use .25 increments. This represents 30% of the Total Overall Rating. Attach additional sheet(s) if needed.</i>	Weight % (Total should equal 100%)	Rating
Objective 1:		
Objective 2:		
Objective 3:		
Objective 4:		
Objective 5:		
PERFORMANCE PLAN OVERALL RATING		

Reviewer's Comments (Strengths and areas of improvement): *(Attach additional sheet(s) if needed)*

Employee's Comments: *(Attach additional sheet(s) if needed)*

TOTAL OVERALL RATING

This represents 70% from the Performance Factors and 30% from the Performance Plan Objectives.

PERFORMANCE OBJECTIVES FOR NEXT REVIEW PERIOD Create 3 to 5 measurable performance objectives. <i>Attach additional sheet(s) if needed.</i>	Weight % (Total should equal 100%)
Objective 1: 	
Objective 2: 	
Objective 3: 	
Objective 4: 	
Objective 5: 	
TOTAL	

Employee Name	Signature	Date
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A signature on this performance evaluation does not mean that the employee agrees with the review, but that the employee has read the evaluation and has been given the opportunity for discussion and written comments.

Reviewer's Name	Signature	Date
Reviewer's Manager Name	Signature	Date