

Campus Administrative Manual Policy Number HR-84 (Attachment I)

PERFORMANCE EVALUATION – PLACEMENT RESULTING FROM LAYOFF ACTIVITY

Employee Name: _____ Department: _____

Classification: _____ Date placed in unit: _____

Instructions to Evaluator: Evaluators should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Employees should be evaluated three times -- at 20 days, 40 days and one other time before the end of the 60-day evaluation period. Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the blank line to the right of each attribute, in the appropriate column. Use the following scale:

1 = Unacceptable

2 = Needs Improvement

3 = Satisfactory

See the reverse side of this form for additional comments to the evaluator and the employee.

		20 DAYS	40 DAYS	FINAL
ATTRIBUTE	DATE			
QUANTITY OF WORK The extent to which the employee accomplishes assigned work of a specified quality within a specified time period.				
QUALITY OF WORK The extent to which the employee's work is well executed, thorough, effective, accurate.				
KNOWLEDGE OF JOB The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position.				
RELATIONS WITH SUPERVISOR The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same.				
COOPERATION WITH OTHERS The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates, supervisors, and customers.				
ATTENDANCE AND RELIABILITY The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.				
INITIATIVE AND CREATIVITY The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops news ideas, methods, or procedures to effectively meet changing circumstances.				
CAPACITY TO DEVELOP The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities.				

Comments to Evaluator and Employee. Evaluators should discuss the evaluation results with the employee. Both the evaluator and the employee should sign the evaluation form. The employee signature indicates only that the employee received a copy of the evaluation. It does not necessarily signify employee concurrence. Both employees and evaluators are strongly encouraged to include written comments. A copy of this form should be maintained in the unit file if the employee is performing at a satisfactory level. Any concerns about the employee's performance should be addressed with Illinois Human Resources, Employment Services, 333-3109 as soon as any concern is identified.

20 DAY	_____	_____
EVALUATION	(Evaluator Signature & Date)	(Employee Signature & Date)
40 DAY	_____	_____
EVALUATION	(Evaluator Signature & Date)	(Employee Signature & Date)
FINAL	_____	_____
EVALUATION	(Evaluator Signature & Date)	(Employee Signature & Date)

Employee Comments (please include date; attach additional paper if necessary):

Evaluator Comments (please include date; attach additional paper if necessary):
