

# TVCC AUXILIARY AND MAINTENANCE EMPLOYEE APPRAISAL



Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_

Review Period: \_\_\_\_\_

JOB KNOWLEDGE	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Does Not Meet Expectations</i>	<i>Not Applicable</i>
1) Possesses knowledge and skills for area of responsibility					
2) Exhibits understanding and skills in operation of equipment required for job performance					
3) Seeks professional development to improve knowledge base and/or skills					

**COMMENTS:**

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PERFORMANCE QUALITY	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Does Not Meet Expectations</i>	<i>Not Applicable</i>
1) Performs duties to required/acceptable standard of workmanship (accuracy, skill, thoroughness)					
2) Exhibits conservation, efficiency, and responsibility in the use of college resources					
3) Identifies and solves problems as appropriate					
4) Performs required duties without supervision					
5) Exhibits foresight/anticipates and appropriately manages problems in performance of duties					
6) Applies applicable safety practices in performance of duties					
7) Is flexible in accepting assignments, adjusting work priorities and adapting to change					
8) Responds appropriately to critical problems or crisis situations					

**COMMENTS:**

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WORK ETHIC ATTENDANCE, PUNCTUALITY, AND GROOMING	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Does Not Meet Expectations</i>	<i>Not Applicable</i>
1) Is punctual in scheduled arrival and departure times					
2) Is dependable in attendance as required by job description/schedule					
3) Gives appropriate advance notice when absence or delay is unavoidable					
4) Plans leave/vacation time cooperatively with supervisor to assure continued service/production of unit					
5) Personal habits, clothing, and grooming are appropriate for the nature of the job					

<b>WORK EFFICIENCY</b>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Does Not Meet Expectations</i>	<i>Not Applicable</i>
1) Completes assigned work within acceptable time to meet scheduled deadlines					
2) Is organized in approach to job performance					
3) Prioritizes and structures work assignments for completion in a timely manner					
4) Manages time efficiently in performance of duties					
5) Displays initiative to assist others or to assume additional responsibilities as needed					
6) Is conscientious to use paid employment time for College business only					

**COMMENTS:**

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<b>INTERPERSONAL SKILLS</b>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Does Not Meet Expectations</i>	<i>Not Applicable</i>
1) Functions well as a team member					
2) Interacts appropriately, actively, positively and courteously with students, colleagues and others					
3) Treats all persons with respect and sensitivity					
4) Accepts direction					
5) Accepts constructive criticism in a positive manner					
6) Offers constructive criticism in a positive manner					
7) Exhibits self control, has an even temperament					

**COMMENTS:**

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<b>COMMUNICATION SKILLS</b>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Does Not Meet Expectations</i>	<i>Not Applicable</i>
1) Is approachable and practices active listening skills					
2) Effectively conveys appropriate information accurately and rapidly to supervisory personnel, co-workers, supervised personnel, and students					

**COMMENTS:**

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**TVCC**  
**OVERALL PERFORMANCE APPRAISAL**



EmployeeName: \_\_\_\_\_ Review Period \_\_\_\_\_

**EXCEEDS EXPECTATIONS.** Performance frequently exceeds job requirements. Individual regularly performs beyond normal work requirements.

**MEETS EXPECTATIONS.** Performance adequately and consistently meets job requirements.

**NEEDS IMPROVEMENT.** Performance does not meet the requirements. Performance requires attention and improvement.

**DOES NOT MEET EXPECTATIONS.** Performance unacceptable. Performance requires immediate attention and improvement.

Additional Comments or Recommendations by Supervisor

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Additional Comments or Recommendations by Employee

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This evaluation has been discussed with me by my supervisor. My signature does not necessarily imply agreement with my supervisor's evaluation.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Employee must be given copies of all Performance Appraisal and Professional Development plan instruments. Administrative copies should be kept by evaluator. Original instruments must be sent to the office of Human Resources immediately after performance appraisal interview.**