

MINNEAPOLIS COLLEGE OF ART AND DESIGN

PERFORMANCE EVALUATION "Short Form"

for Hourly and Support Staff

(Use for employees who have previously received a full Performance Evaluation)

Employee's Name:

Current Position Title:

Department Name:

Supervisor's Name:

Evaluation Date:

Evaluate employee performance based on the job now being performed. Refer to the written position description. After the evaluation has been prepared, take both the employee's "Self-Assessment Worksheet" and your "Performance Evaluation" to the next level supervisor for review. Both of you must sign the evaluation before meeting with the employee. After meeting with the employee, have them sign the evaluation. Once the evaluation process is complete, forward the originals of both the Performance Evaluation and Self-Assessment Worksheet to the Human Resources Office for inclusion in the employee's personnel file. If the employee's position description changes as a result of this evaluation, forward updated position description to the Human Resources Office along with the evaluation documents.

1. Knowledge of the job. Familiarity with the job requirements and related work areas.

- Well-informed, performs without assistance
- Adequate knowledge, needs some assistance
- Inadequate knowledge

2. General grasp of the organizational role. Extent to which personal and departmental goals are positively related to College goals.

- Very clear operational conception of role
- Adequate understanding
- Fails in handling some key responsibilities

3. Quality of performance of role. Extent to which there is a sense for consistency and discipline in work done.

- Consistently highest quality and accuracy
- Acceptable
- Needs improvement

4. Quantity of activity and accomplishment within role.

- Rapid, productive and effective
- Average
- Slow or unproductive

5. Flexibility and adaptability in adjusting to changing conditions.

- Facilitates change
- Average
- Inflexible

6. Attendance and punctuality in meeting work requirements.

- Consistently reliable
- Usually available and punctual
- Misses meetings and deadlines

7. Initiative. Tendency to develop and carry-out new ideas and methods.

Usually resourceful

Shows occasional initiative

Needs close supervision

8. Cooperation. Manner of handling people and business relationships.

Very cooperative and helpful

Acceptable

Poor

9. Judgment. Ability to think intelligently and make logical decisions.

Exceptionally sound judgment

Usually reliable

Unreliable

10. Supervision (if applicable). Selection of subordinates and ability to delegate authority.

Perceptive

Acceptable

Indifferent

11. Code of Conduct. Consider the extent to which the employee is successful in demonstrating commitment to upholding MCAD's values.

- Students First
- Academic and Institutional Excellence
- Creativity and Innovation
- Community
- Engagement

SUPERVISOR'S SUMMARY COMMENTS

Immediate Supervisor's Signature and date:

Next level Supervisor's Signature and date:

EMPLOYEE'S COMMENTS

I acknowledge that this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

Employee's Signature and date: