

TENNESSEE TECH UNIVERSITY
Clerical and Support Employee
Performance Evaluation

RATING SCALE:	C-	C	C+	B-	B	B+	A-	A	A+	Score
	1	2	3	4	5	6	7	8	9	
	<i>Provisional</i>		<i>Adequate</i>		<i>Competent</i>		<i>Commendable</i>		<i>Distinguished</i>	
<i>Adaptability & Flexibility</i> – Demonstrates willingness to accept new assignments, new ideas and changing conditions.										
<i>Attention to Detail/Concern for Quality</i> – Demonstrates the ability and desire to produce work that exhibits thoroughness, accuracy and attention to detail. Work seldom has to be corrected or redone.										
<i>Composure and Stress Tolerance</i> – Demonstrates a calm disposition in the work environment regardless of deadlines, volume of work, rude customers or coworkers.										
<i>Initiative</i> – Demonstrates ability to take appropriate action without having to be told. Exhibits ability to make suggestions.										
<i>Judgment and Decision Making</i> – Demonstrates ability to make balanced decisions as required by job.										
<i>Problem-solving/Reasoning</i> – Demonstrates ability to resolve, in a timely fashion, day-to-day problems. Uses sound reasoning in assessing facts and determining the appropriate level for approval.										
<i>Reliability</i> – A. Demonstrates conscientiousness in minimizing absences. Exhibits promptness by beginning the workday on time and after breaks and meals.									A.	Avg. of A&B
B. Demonstrates ability to follow instructions. Completes work accurately in a timely fashion.									B.	
<i>Service Orientation</i> – Demonstrates ability to respond quickly and courteously to requests for information or assistance from students, other faculty and staff, or the outside public. Listens well to problems and tries to find solutions.										
<i>Teamwork</i> – Demonstrates willingness to work cooperatively with supervisor, subordinates and coworkers toward common goals.										
<i>Diversity/Sensitivity</i> – Demonstrates sensitivity to individual differences.										
<i>Job Knowledge</i> – Demonstrates a comprehensive knowledge of his/her job and an adequate knowledge of other related jobs.										
<i>Communication Skills</i> – Demonstrates ability to organize thoughts and convey them in a coherent and grammatically correct fashion. Demonstrates ability to listen.										
FOR SUPERVISORY POSITIONS ONLY: <i>Supervisory Skills</i> – Demonstrates ability to train, develop, counsel and motivate employees.										
CIRCLE ONE:										

Score (non-supervisory position)			Score (supervisory position)	
A+	108 - 103		A+	117 - 111
A	102 - 91		A	110 - 98
A-	90 - 79		A-	97 - 85
B+	78 - 67		B+	84 - 72
B	66 - 55		B	71 - 59
B-	54 - 43		B-	58 - 46
C+	42 - 31		C+	45 - 33
C	30 - 19		C	32 - 20
C-	18 - 12		C-	19 - 13

Employees who are rated less than a B- are in need of directed attention and assistance. The supervisor must attach to the evaluation a list of specific deficiencies and a detailed plan of what the employee should do to correct such deficiencies. This plan should be signed by the supervisor and the employee. Human Resource Services will provide assistance as needed.

Comments by supervisor (including any duties and responsibilities that have changed):

Signature of Evaluator/Date

Signature of Evaluator's Supervisor/Date

EMPLOYEE SECTION

Comments by employee:

My signature attests only to the fact that I have seen and discussed this evaluation and does not necessarily mean I agree with the ratings.

Evaluated Employee's Signature

Date