

## Southwestern College

### CLASSIFIED EMPLOYEE EVALUATION RUBRICS

Factor	Exceeds Expectations	Satisfactory	Needs Improvement	Unsatisfactory
<b>Work Knowledge</b>  Demonstrates understanding of work practices, policies/ procedures and methods, including equipment maintenance and operation.	Excellent, thorough understanding and application of policies/procedures and job functions.	Good understanding and application of policies/ procedures and job functions.	Some understanding of policies/procedures and job functions, but requires additional training.	Lacks understanding of policies/procedures and job functions. May be unwilling or unable to learn necessary skills.
<b>Judgment</b>  Soundly interprets regulations, policies and standards; makes sound decisions with limited guidance.	Consistently thinks logically and rapidly; analyzes the problem and arrives at a sound conclusion.	Acceptable judgment in use of common sense and logical processes. Minimal assistance needed in analysis and decision making.	Needs assistance in analysis of problems and decision making.	Fails to use common sense and consider obvious facts in making decisions. Usually makes wrong decision.
<b>Dependability</b>  Reliably follows instructions, completing assignments and achieving expected results.	Completely dependable. Uses work time in a highly responsible and productive manner.	Usually dependable. Uses work time in a responsible and productive manner.	Occasionally unreliable. Sometimes fails to utilize work time in a responsible and productive manner.	Unreliable. Does not use work time in a responsible and productive manner.
<b>Initiative</b>  Initiates tasks or special projects, often in the absence of directions, or takes action to improve work methods and procedures. Seeks additional responsibility.	Anticipates problems and consistently creates solutions for improving procedures or products. Seeks additional responsibilities.	Recognizes problems and suggests solutions. On occasion seeks additional responsibilities.	May recognize problems but does not suggest solutions. Seldom seeks additional responsibilities.	Does not recognize or take responsibility for reporting or solving problems. Does not seek additional responsibilities.
<b>Attitude</b>  Demonstrates a positive attitude about the job through working practices and work relationships with others. Adapts to change/challenges.	Consistently respects and is respected by co-workers. Is highly cooperative and helpful.  Consistently demonstrates willingness and ability to successfully adapt to changing demands.	Gets along well with co-workers. Values positive working relationships.  Demonstrates willingness and ability to successfully adapt to changing demands.	At times has difficulty with relationships with co-workers, contributing to a negative or unproductive work environment.  Somewhat reluctant or unable to adapt to changing demands.	Consistently has difficulty when dealing with others.  Does not adapt well to change or challenges.
<b>Quality of Work</b>  Demonstrates thoroughness, neatness, accuracy and completeness of work.	Work is of excellent quality; tasks are completed thoroughly and accurately.	Work quality is average, with minimum errors.	Work quality is below average with numerous errors.	Work quality is substandard or incomplete.

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<b>Volume of Work</b>  Consistently produces work within established schedules and deadlines that fully meet job requirements and guidelines.	Volume of output is exceptional and Industrious; does more than is required. Consistently meets deadlines.	Work output meets job requirements. Usually meets deadlines.	Work output is just enough to get by. Improvement necessary. Seldom meets deadlines.	Insufficient output; slow; usually behind in work. Does not meet deadlines.
<b>Attendance</b>  Reports to work as scheduled and on time; complies with standards for attendance, rest periods and meal periods.	Is punctual; never late or absent without good cause.	Occasionally late or absent but usually with good reason.	Absent or late often. Absences and tardiness impact work performance.	Is chronically late or absent.
<b>Work Organization</b>  Determines appropriate work sequence, methods and techniques to complete assignments; organize tasks efficiently to satisfy work requirements.	Excellent organizational skills, with a focus on developing and following effective routines and procedures, and on identifying priorities.	Organizational skills are good, with procedures developed and followed for routine tasks. Tasks are prioritized.	Lacks organizational skills, even with some routine tasks. Requires regular supervision to develop and accomplish priorities.	Work is not acceptable; Unable to organize/prioritize.
<b>Communications</b>  Presents ideas clearly and concisely, either orally or in writing; demonstrates understanding of practices, procedures and instruction.	Excellent oral and written communications skills using clear, precise, and grammatically correct language.	Good oral and written communication skills using clear and precise language.	Is inconsistent or ineffective in the demonstration of oral and written communications skills.	Lacks oral and written communication skills.
<b>Safety</b>  Observes and promotes established safety rules and precautions, including equipment operation and handling of hazardous materials.	Excellent, thorough understanding and application of safety policies/procedures.	Good understanding and application of safety policies/procedures.	Some understanding of safety policies/procedures, but requires additional training.	Lacks understanding of safety policies/procedures.
<b>Leadership of Others</b>  Trains new employees, coordinates activities, explains work methods and procedures, assigns tasks, checks work and anticipates deadlines.	Demonstrates outstanding leadership by personal example. Excels at inspiring and training employees/student workers to perform.	Demonstrates good leadership. Inspires and trains employees to perform.	A marginal leader. Shows little interest or concern with inspiring or training employees.	Demonstrates poor leadership. Shows no interest or concern with inspiring or training employees.