

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

Of the City University of New York

PERFORMANCE EVALUATION for CLT's

Non-Teaching Instructional Staff Conference Memorandum

Name of Instructional Staff Member Being Evaluated	Department	Rank

House Title and/or Major Functions _____

	UNSATISFACTORY	AVERAGE	ABOVE AVERAGE	SUPERIOR	NOT OBSERVED	NOT APPLICABLE TO JOB
Period Covered by Report FROM: _____ TO: _____ Place an 'X' in the appropriate column to show your ranking of the employee on each factor						
Job Competence & Performance: a. Quality, promptness and speed of work b. Quality, accuracy and completeness of work						
Knowledge a. Of this type of work b. General Knowledge						
Leadership Ability: Ability to inspire teamwork and obtain cooperation from subordinates						
Decision Making Ability: Makes the right decision at the right time, analytical ability, decisiveness						
Planning and Organizing Ability: Effectiveness in planning and executing work assignments						
Problem-Solving Ability: Secure and evaluate all facts and arrive at sound conclusion						
Communication Ability: Effectiveness in oral and written communication						
Adaptability and Flexibility: Acceptance and adjustment of changing conditions						
Creativity, Initiative, Resourcefulness: Imagination and originality, ability to proceed without consulting superiors; ability to improvise						
Relationship with Others: Manner of dealing with subordinates, supervisors, peers and the public; cooperation; ability to improvise						
Training Ability: Ability to develop capacities and abilities of subordinates						
Dependability: Meeting commitments and carrying out assignments						
Acceptance of Responsibility: Willingness to assume the obligations of the job						

Comments:

Overall Evaluation:

Unsatisfactory

Satisfactory

Prepared By: _____

Signature of Rater

Title

Date

POST EVALUATION CONFERENCE REPORT

I understand that my signature means only that I have read this evaluation and that I may attach any comments I wish.

Signature of Person Rated:

I have read this report

Signature

Date

Print

The Staff Member is entitled to a copy of this report