



**GRAND RAPIDS COMMUNITY COLLEGE  
EDUCATIONAL SUPPORT PROFESSIONALS  
(GRCCESP)  
INITIAL/SIX-MONTH EVALUATION**

NAME		JOB TITLE	
DATE OF EVALUATION		SUPERVISOR	

**INSTRUCTIONS**

For each factor, rate the employee's performance by considering job requirements. Performance rating definitions are:

ES	<b>EXCEEDS STANDARDS</b>	Performs at a level above and beyond the job requirement.
S	<b>SATISFACTORY</b>	Meets the requirements/standards of the job.
NI	<b>NEEDS IMPROVEMENT</b>	Marginally acceptable; performance weaknesses need to be corrected. Below average
U	<b>UNSATISFACTORY</b>	Unacceptable performance; immediate improvement required. Possible probation or dismissal.
NA	<b>NOT APPLICABLE</b>	

			ES	S	NI	U	NA
1	<b>JOB KNOWLEDGE</b>	Demonstrates understanding of duties, functions, policies, and procedures necessary for job performance.					
2	<b>QUALITY OF WORK</b>	Meets requirements for accuracy, effectiveness, and thoroughness.					
3	<b>JUDGEMENT</b>	Uses intelligence and common sense; can be relied upon to take appropriate action.					
4	<b>DEPENDABILITY &amp; RELIABILITY</b>	Meets work schedules and deadlines. Meets attendance requirements.					
5	<b>COOPERATION</b>	Works harmoniously and effectively with co-workers, supervisors, and others. Demonstrates enthusiasm and willingness to help others perform special and emergency work assignments.					
6	<b>INITIATIVE/ INNOVATION</b>	Introduces new ideas and methods to improve work processes.					
7	<b>COMMUNICATION</b>	Demonstrates effective written and oral communication skills.					
8	<b>SUPERVISION/ LEADERSHIP</b>	Delegates and directs the work of others.					

		<b>SUPERVISOR'S COMMENTS</b>	<b>EMPLOYEE'S COMMENTS</b>
1	List specific actions to be taken to correct performance weaknesses. If none, state NONE.		