

**CSU Fullerton Auxiliary Services Corporation
ANNUAL PERFORMANCE EVALUATION FOR ASC EMPLOYEES**

KEY

Position: _____

Performance Factors

1. Quality of Work: Ability to provide neat, accurate and thorough quality work at an appropriate level based on understanding gained through experience, education and training. Adherence to policies and procedures, including safety.

_____ %	8	7	6	5	4	3	2	1	0
	Always produces exceptional quality of work. Has comprehensive understanding of all duties and procedures and overall impact to operation.		Seldom makes errors. Produces high quality work. Thorough understanding of duties and procedures.		Makes an acceptable level of errors. Quality of work meets standards. Has good working knowledge of duties and procedures.		Work often needs review. Makes more errors than should based on job knowledge. Slow to grasp details.		Excessive errors and repetitive mistakes are made. Fails to grasp most job assignments after sufficient training.

2. Quantity of Work: Ability to produce required volume of work in a timely manner.

_____ %	8	7	6	5	4	3	2	1	0
	Produces an exceptionally high volume of work with speed and accuracy. Always does more than expected		Consistently produces a high quantity of work. A thorough and careful worker. Uses good time management skills.		Produces an average volume of work, sometimes more. Works steadily, uses time effectively.		Production slightly below average. Needs to increase the volume of work produced.		Productivity inadequate.

3. Operational Performance: Ability to produce required financial metric/goal in a timely manner.

_____ %	8	7	6	5	4	3	2	1	0
	Financial Metric/Goal performance exceeds expectations. Demonstrates excellent use of financial/forecast skills.		Consistently achieves Financial Metric/Goal objectives. Uses good forecast/financial skills		Meets Financial Metric/Goal performance expectations. Works steadily, uses sound methods effectively		Financial Metric/Goal performance below average. Needs to increase performance output and skills.		Financial Metric/Goal performance is inadequate

4. Initiative: Competency to start and complete assignments without specific directions; recognize problems and apply or suggest viable solutions; engage in professional growth activities.

_____ %	8	7	6	5	4	3	2	1	0
	Continually identifies ways to improve job and department. Self- starter, seeks new duties, makes significant contributions to department and ASC.		Consistently recommends solutions to problems and for improvements to department and operations.		Exercises good judgment by recognizing problems and suggesting solutions; completes assignments independently.		Occasionally exercises good judgment and proceeds without specific direction; sometimes suggests solutions or alternatives to issues.		Puts forth minimum effort; rarely suggests solutions or alternatives.

5. Adaptability/Versatility: Willingness to learn new tasks and adapt to change; establish priorities and handle various tasks simultaneously; ability to perform job under pressure or in critical situations.

_____ %	8	7	6	5	4	3	2	1	0
	Exceptionally adaptable. Welcomes new situations positively and as a challenge. Outstanding performance under pressure.		Adjusts quickly to new situations. Eager to learn and try new things. Works very effectively under pressure.		Adaptable and willing to accept new duties or procedures. Able to handle a reasonable amount of pressure in critical situations.		Learns new tasks slowly and has some difficulty prioritizing and handling various assignments simultaneously. Does not work well under pressure.		Unable to learn new tasks. Resists change and cannot adjust from one job to another.

6. Cooperation/Relations: Ability and willingness to cooperate with associates, supervisors and subordinates to accomplish job requirements and meet the customer needs to ensure the success of the organization.

8	7	6	5	4	3	2	1	0
Substantial success in working with others; outstanding and extremely valuable team member. Continually contributes to the success of the organization.		Promotes harmony in working with others, is a valuable team member and contributes to the success of the organization.		Gets along with others, is a team member and is interested in the success of the organization.		Cooperation with others is usually acceptable. Occasionally has difficulty; with some improvement needed.		Ineffective or uncooperative in working with others. Reluctant or unwilling to accept assignments.

7. Dependability: The extent that the employee can be relied upon to complete work assignments well and on time; willingness to work on when needed and conscientiousness with respect to attendance and punctuality.

8	7	6	5	4	3	2	1	0
Always does more than expected on assigned tasks and completes early with no supervision.		Consistently completes tasks early and results are beyond expectations with limited supervision.		Takes care of necessary tasks and completes within established timelines with minimal supervision. Regular and fulltime attendance.		Usually completes tasks timely, sometimes requires prompting and supervision. Frequent absences and poor punctuality.		Often requires prompting to complete tasks. Requires close supervision. Very erratic attendance and tardiness problems.

8. Communication Skills: Ability to effectively transmit ideas, thoughts, and information clearly and concisely to others in oral and written form in a professional manner.

8	7	6	5	4	3	2	1	0
Outstanding ability to communicate ideas and thoughts to others.		Consistently able to express ideas and thoughts to others in a clear and concise manner.		Usually organizes and expresses ideas and thoughts clearly and concisely.		Has difficulty communicating ideas and thoughts in some circumstances.		Unable to express ideas and thoughts clearly.

9. Supervision/Leadership Skills: Ability to plan, organize and control work activities; train, motivate and maintain morale; evaluate performance and communicate at all levels.

8	7	6	5	4	3	2	1	0
Exceptional ability to plan and control work activities. Respected by others and generates a high degree of cooperation. Exhibits a positive image and acts as a role model to others while improving morale.		Very effective in establishing priorities. Capable and consistent leader. Motivates others and consistently seeks ways to improve morale and present a positive image.		Motivates others and meets routine schedules. Is a good role model and helps maintain a positive morale.		Has some difficulty in planning ahead, motivating and developing others. Usually behind schedule; poor role model.		Unable to plan, delegate, and organize effectively. Does not exhibit positive morale or motivation.

Employee Signature _____

Supervisor Signature _____