

Evaluation Information - Noninstructional Personnel Assessment Form MIS #321

In general terms the nine (9) dimensions listed on MIS Form #321, Noninstructional Personnel Assessment Form, may be defined as follows:

Quality of Work

Satisfactory performance is characterized by work that is complete, accurate, within timeliness, and results in no more than a minimal amount of rework.

Quantity of Work

Satisfactory performance is characterized by the accomplishment of essential job tasks which have been set or which are expected for the position. Quantity of work may be measured in the completion of specific numbers of tasks on a routine basis, or the completion of specific tasks to which the individual has been assigned, and may include the completion of tasks within specific time frames. Quantity of work may also be measured by time-on-task behavior during work hours, as opposed to non-work related or social activities which are engaged in by an employee during work hours.

Work Attitude

Satisfactory performance is characterized by behavior at the work site which is viewed by colleagues, subordinates, and supervising administrators as being positive and productive in nature. Work attitude may be considered in terms of on-task behavior during work hours, verbal and/or nonverbal messages which are given to others, and readiness to exceed the minimum which may be required to accomplish a task.

Reliability

Satisfactory performance is characterized by work that is consistent as well as competent over time. Reliability may be considered in terms of the record of an individual in accomplishing those tasks to which he or she is assigned, whether those tasks are of a routine or are of a unique nature.

Cooperativeness

Satisfactory performance is characterized by working effectively with others, both within the department and with other employees, applicants, or members of the public. Cooperativeness may include the degree to which an individual exhibits behaviors which demonstrate problem solving, working with others to accomplish a departmental or system task, or willingness to take on or assist with a task which is assigned by a supervisor.

Health

Satisfactory performance is characterized by the ability to accomplish the essential tasks of a position, by having the

stamina and the mental and physical ability to do so over time.

Personal Appearance

Satisfactory performance is characterized by maintaining a personal appearance which is consistent with the educational profession. Satisfactory performance is characterized by dress that is professional in nature, and does not include casual or unkempt attire. Fashion trends notwithstanding, clothing which is too tight, too revealing, too suggestive, or which is generally considered to be out of place at the work site is not to be worn during normal work hours. However, special events or special days may call for the wearing of special casual attire.

Gets to Work on Time

Satisfactory performance is characterized by arriving at the individual's work station by the established starting time for the position, and includes arrival back to the work station after breaks and after lunch by the established times. Getting to work on time also includes beginning to work on time, as opposed to arriving at the work site and spending time on non-work related or social activities.

Attendance

Satisfactory performance is characterized by being at work a sufficient number of days to accomplish the essential tasks of the position without having to distribute to other employees or to delay those essential tasks. Satisfactory performance is generally characterized by not exceeding during an annual period the combined number of sick or vacation days which are earned by an employee during that period. While unexpected illnesses or other circumstances which may entail prolonged absences are understandable, frequent absences and/or questionable absences which result in hardship to other employees or which result in the delay of essential tasks can result in documentation of unsatisfactory performance. (Provisions of FMLA, ADA, Workers Comp., etc. must be considered.)

The descriptions above are not meant to be exhaustive, but rather to provide general descriptions for each item on the evaluation form. Supervisors may provide additional information or descriptions that are specific to certain positions and/or areas of assignment.