

**LUTHER COLLEGE**  
**PERFORMANCE EVALUATION (NON-EXEMPT)**

2011-12

**Employee:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Evaluation Dates: From** \_\_\_\_\_ **To** \_\_\_\_\_

Not Applicable	Below Expectations	Meets Expectations	Exceeds Expectations
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**Productivity & Accuracy** - Consider neatness and amount of work produced in a timely and accurate manner:

**Cite Examples:**

**Attendance** - Consider absenteeism and tardiness.

**Cite Examples:**

**Cooperation & Flexibility** – Consider the ability to establish and maintain productive work relationships with others and the ability to adjust to new procedures, policies, and processes.

**Cite Examples:**

**Customer Service** – Consider responsiveness to customer needs and the ability to transmit warmth, information and friendliness by being courteous and knowledgeable.

**Cite Examples:**

**Adherence to Procedure** – Consider how well employee possesses knowledge necessary to perform the work and to follow procedures and college policy.

**Cite Examples:**

Not  
Applicable

Below  
Expectations

Meets  
Expectations

Exceeds  
Expectations

**Organization & Planning** – Consider ability to organize and plan work in an efficient manner, thoroughness, attention to detail, and degree of supervision needed.

**Cite Examples:**

**Initiative** – Consider ability to resolve problems and to develop ideas for new and better ways of performing procedures and processes.

**Cite Examples:**

**Safety** – Consider ability to work safely and make suggestions for safety improvements.

**Cite Examples:**

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Supervisor's Comments: (may attach additional comments)

Immediate Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Next Level Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Remarks: (may attach additional comments)

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_