

**KINGSBOROUGH COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK**

**ADMINISTRATIVE INSTRUCTIONAL STAFF RATING FORM**

NAME:	TITLE:
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DEPARTMENT:
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Compare the degree to which the employee under consideration exhibits each factor in relation to the degree the factor is exhibited by all employees in his/her position that you have known. Place an "X" in the column that corresponds to your ranking of the employee on each factor.

Unsatisfactory= Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot continue.  Average= Work performance consistently meets the standards of performance for the position.  Above Average=Work performance is consistently above the standards of performance for the position.  Superior= Work performance is consistently superior to the standards of performance for the position.  Not Applicable= The employee is not required to perform in a specific rating factor and cannot be measured.	U N S A T I S F A C T O R Y	A V E R A G E	A B O V E  A V E R A G E	S U P E R I O R	N O T  A P P L I C A B L E
<b><u>PRODUCTIVITY:</u></b> a. Quantity-Promptness and speed of work b. Quality – Accuracy, precision, and thoroughness of work					
<b><u>KNOWLEDGE:</u></b> a. Required job skills and knowledge b. General knowledge and ability to learn and apply new skills					
<b><u>LEADERSHIP:</u></b> Ability to inspire teamwork and obtain cooperation from subordinates					
<b><u>JUDGMENT:</u></b> a. Exhibits sound and accurate judgment b. Demonstrates analytical ability; supports and explains basis for decisions c. Makes timely decisions					
<b><u>PLANNING AND ORGANIZATION:</u></b> a. Effectiveness in planning and executing work assignments b. Prioritizes and plans work activities c. Uses time efficiently					
<b><u>PROBLEM SOLVING:</u></b> a. Gathers and analyzes information skillfully b. Resolves problems in early stages					
<b><u>COMMUNICATIONS:</u></b> Effectiveness in oral and written communication					
<b><u>ADAPTABILITY AND FLEXIBILITY:</u></b> Acceptance and adjustment to changing conditions; ability to tolerate pressure and frustration					
<b><u>CREATIVITY, INITIATIVE, RESOURCEFULNESS:</u></b> Imagination and originality; ability to proceed without consulting superiors, ability to improvise					
<b><u>RELATIONSHIP WITH OTHERS:</u></b> Manner of dealing with subordinates, supervisors, peers and the public; cooperation; acceptance of supervision					
<b><u>TRAINING:</u></b> Ability to develop capacities and abilities of subordinates					
<b><u>DEPENDABILITY:</u></b> Meeting commitments and carrying out assignments					
<b><u>ACCEPTANCE OF RESPONSIBILITY:</u></b> Willingness to assume the obligations of the job					
<b><u>PROFESSIONALISM:</u></b> e.g., Attitude, appearance, demeanor					

**ADMINISTRATIVE INSTRUCTIONAL STAFF RATING FORM**

**OVERALL EVALUATION:**  UNSATISFACTORY  AVERAGE  ABOVE AVERAGE  SUPERIOR  
(Check One)

**PARTICULAR STRENGTHS OF EMPLOYEE:**

**AREAS IN NEED OF DEVELOPMENT AND SUGGESTED MEANS FOR DEVELOPMENT:**

**PERIOD OF TIME (DATES) COVERED BY THIS RATING:** 1/1/08 - 12/31/08

<b>PREPARED BY:</b>	
<b>TITLE:</b>	<b>DATE:</b>

**KINGSBOROUGH COMMUNITY COLLEGE**  
**The City University of New York**

OFFICE:

SUMMARY OF EVALUATION CONFERENCE

Date Conference Held \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature & Title

\_\_\_\_\_  
Date

I have received a copy of the above evaluation:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

COMMENTS:

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