

BOROUGH OF MANHATTAN COMMUNITY COLLEGE  
of the City University of New York

PERFORMANCE EVALUATION CONFERENCE MEMORANDUM

Non-Teaching Instructional Staff

Name of Instructional Staff Member Being Evaluated	Department	Rank

House Title and/or Major Functions \_\_\_\_\_

Period Covered by Report: FROM:  TO:  Place an 'X' in the appropriate column to show your ranking of the employee on each factor.	UNSATISFACTORY	AVERAGE	ABOVE AVERAGE	SUPERIOR	NOT OBSERVED	NOT APPLICABLE TO JOB
Job Competence & Performance a. Quantity, promptness and speed of work b. Quality, accuracy and completeness of work						
Knowledge: a. Of this type of work b. General Knowledge						
Leadership Ability: Ability to inspire teamwork and obtain cooperation from subordinates						
Decision Making Ability: Makes the right decision at the right time; analytical ability, decisiveness						
Planning and Organizing Ability: Effectiveness in planning and executing work assignments						
Problem-Solving Ability: Secure and evaluate all facts and arrive at sound conclusion						
Communications Ability: Effectiveness in oral and written Communication						
Adaptability and Flexibility: Acceptance and adjustment to changing conditions						
Creativity, Initiative, Resourcefulness: Imagination and originality; ability to proceed without consulting superiors; ability to improvise						
Relationship with Others: Manner of dealing with subordinates, supervisors, peers and the public; cooperation; acceptance of supervision						
Training Ability: Ability to develop capacities and abilities of subordinates.						
Dependability: Meeting commitments and carrying out Assignments						
Acceptance of Responsibility; Willingness to assume the Obligations of the job						

