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

PERFORMANCE EVALUATION for CLT’s  
Non-Teaching Instructional Staff Conference Memorandum

<table>
<thead>
<tr>
<th>Name of Instructional Staff Member Being Evaluated</th>
<th>Department</th>
<th>Rank</th>
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House Title and/or Major Functions

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<th>Period Covered by Report:</th>
<th>FROM:</th>
<th>TO:</th>
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Place an ‘X’ in the appropriate column to show your ranking of the employee on each factor.

Job Competence & Performance:
- a. Quality, 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

Communication 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
PERFORMANCE Evaluation Report
Non-Teaching Instructional Staff

Comments:

Overall Evaluation:  
Unsatisfactory □  Satisfactory □

Prepared By:  
Signature of Rater  Title  Date

POST EVALUATION CONFERENCE REPORT

I understand that my signature means only that I have read this evaluation and that I may attach any comments I wish.

Signature of Person Rated:  
I have read this report  
Signature  Date

Print

The Staff Member is entitled to a copy of this report