The performance assessment (sometimes called a performance evaluation) of employees whose positions are in the ACSUM (COLT) unit is based on rating the employee on each duty of the job description. The site-specific job description may be used where one exists. Otherwise, the system-wide generic job description should be used. Forms are available from the university human resources office.

The employee’s performance is assessed based on the following factors.

Factor I: Quality of Work

1. Often makes mistakes. Work usually unsatisfactory.
2. Usually makes a passable quality level.
3. Maintains a good quality level on routine duties. Makes few errors.
4. Usually produces high quality work.
5. Consistently produces very high quality work.

Factor II: Knowledge of Work

1. Lacks knowledge of basic aspects of this duty.
2. Knows only the very routine aspects of this duty.
3. Knows all routine aspects with some knowledge of the more complex aspects.
4. Has extensive knowledge of routine and complex aspects of this duty.
5. Has mastered all aspects with extensive ability to interrelate with other duties.

Factor III: General Performance Qualities

Rate as: U=Unsatisfactory; M=Marginal; S=Satisfactory; V=Very Good; O=Outstanding

1. How well are instructions understood?
2. How well does the employee get along with others?
3. Safety (Consider attitude, work record and willingness to accept safe practices.)
4. Orderliness (Consider employee's management of work area.)
5. Attendance (Consider all absences and tardiness, excused and unexcused.)
6. Judgment (Consider appropriateness and consequences of decisions made.)
7. Communications facility (Consider ability to accomplish objectives through oral and written communication.)
8. Output (Consider quality of work produced relative to workload.)