



# Ranger College Employee Evaluation

Employee Name & Title: \_\_\_\_\_

Evaluator: \_\_\_\_\_

1. Does this employee exhibit the required level of job knowledge and/or skills to perform the job?

Yes                      No                      N/A  
                                           

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Does this employee complete assignments neatly, accurately, and on time?

Yes                      No                      N/A  
                                           

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Does this employee demonstrate the ability to manage several responsibilities simultaneously?

Yes                      No                      N/A  
                                           

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Does this employee follow Ranger College policy and procedures?

Yes                      No                      N/A  
                                           

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Does this employee display a positive cooperative attitude during work assignments and requirements?

Yes                      No                      N/A  
                                           

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Does this employee work with co-workers and supervisors as a contributing team member?

Yes                      No                      N/A  
                                           

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Does this employee: accept new assignments, respond to constructive criticism, and implement suggestions for improvement?

Yes                      No                      N/A  
                                           

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Does this employee use leave in accordance with Ranger College policy?

Yes                      No                      N/A  
                                           

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Does this employee arrive and depart on time each work day?

Yes                      No                      N/A  
                                           

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Does this employee work well with the students?

Yes                      No                      N/A  
                                           

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please outline below how the employee will contribute to community involvement and show support at college events:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_