

**SOUTHWEST TEXAS JUNIOR COLLEGE**  
**Staff Performance Evaluation**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date Employee began present position: \_\_\_\_\_

**JOB KNOWLEDGE/PERFORMANCE**

1. Possesses a clear knowledge of the responsibilities and tasks of the job.
2. Performs duties in an accurate, thorough, effective manner.
3. Requires minimal supervision and direction.
4. Meets schedules and deadlines
5. Accepts responsibility
6. Displays a courteous and helpful attitude towards students and faculty
7. Is willing to learn new concepts and procedures

Exceed      Meets      Needs  
Requirement   Requirement   Improvement

Exceed Requirement	Meets Requirement	Needs Improvement

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

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**DEPENDABILITY**

1. Observes scheduled work hours
2. Does not abuse sick leave
3. Does not take extensive breaks
4. Limits personal telephone calls


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

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