





**Special Requirements**

May be subject to a background check and/or LiveScan and current physical prior to employment. Clinical instructors are required to comply with assigned clinical site requirements

**Performance Evaluation Criteria:**Performance Factors:

The following performance factors will be considered in evaluating the employee. Each area's performance is based upon a scale of 1 through 5 with the following definitions:

- 1 = Excellent (Outstanding effort no adjustments needed)
- 2 = Good (Very Minimal adjustments necessary)
- 3 = Fair (Some adjustments necessary)\*
- 4 = Poor (Major adjustments required)\*
- 5 = Unacceptable (Serious Deficiencies noted – Probationary status)\*

(\*) = Supervisor required including written notes, comments and goals required to improve performance

**Areas of Performance:****ATTENDANCE**

Factors to be considered include employee's history of attendance during the review period including early quits and tardiness

**WORK PRODUCT**

Factors to be considered include the quantity of work assigned and completed, accuracy and quality of work assignments, thoroughness, job knowledge, skill level, timeliness of completed assignments, etc.

**WORK HABITS**

Factors to be considered include ability to follow instructions, communication with supervisor, ability to work independently without close supervision.

**RELATIONS WITH OTHERS**

Factors to be considered include ability to establish and maintain effective working relationships with other staff members, students and management; ability to work as part of a team and/or cooperation with other departments to achieve goals.

**Training Acknowledgement:**

As instructors of Summit College you are responsible to read and follow all policies and procedures.

Please see Instructor Training Acknowledgement Form of Policy (FOP) 3 502c for polices and procedures relating to your position.

**Salary and Benefits**

Negotiated

**Employee Acknowledgement:**

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?  Yes  No \_\_\_\_\_

I certify that I have read and understand the responsibilities and requirements of this assigned to this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date