**Portland Community College**

**Confidential Staff Assessment**

**Request for Assessment Input**

**To:** **Date:**

**From:** **Extension:**

**Email Address:**

**Request for input on:**  **Respond by:**

I am preparing an assessment for the above named PCC employee. You have been identified as an individual who frequently interacts with this employee in the course of their work. Please take a few minutes to complete this form, providing constructive, work-focused input on his/her job performance. Comments which reference specific work or observed traits, skills or behaviors are most helpful, rather than general characterizations. If you would prefer to discuss your input either in person or by phone, please contact me.

Our methodology for using this information is that your input will be combined with input from others to develop summary statements or themes which may appear across multiple responses. You may remain anonymous or feedback to the employee may be attributed to you if you so indicate by checking the box below.

**Please indicate your preference to remain anonymous or have your input attributed to you:**

[ ]  **I prefer to remain anonymous** [ ]  **you may identify me as the source of input**

|  |
| --- |
| **What does this employee do well?** |
|  |
| **What should this employee continue doing?** |
|  |
| **What should this employee do more of?** |
|  |
| **What should this employee do less of?** |
|  |
| **Any other comments or information you wish to share?** |
|  |