



San Diego Miramar College Classified Senate  
Classified Employee of the Month – Evaluation Scorecard

**Employee of the Month Scorecard**

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

Department: \_\_\_\_\_

Month: \_\_\_\_\_

Evaluations Criteria (Score each category on a scale of 1 to 10, with 10 being the highest):

1. Teamwork (20%) - Actively supporting colleagues, offering help when needed, and contributing to the team's success within their department.  
a. Score: \_\_\_\_ x .20 = \_\_\_\_\_
2. Collaboration (20%) – Ability to work well with colleagues, contribute to goals, and support others outside of their department.  
a. Score: \_\_\_\_ x .20 = \_\_\_\_\_
3. Engagement (20%) – with supporting students & colleagues, departments, classified senate, or institution  
a. Score: \_\_\_\_ x .20 = \_\_\_\_\_
4. Creativity (20%) - Willingness to take initiative, solve problems, and suggest improvements.  
a. Score: \_\_\_\_ x .20 = \_\_\_\_\_
5. Adaptability (10%) - Being flexible and willing to embrace change in the workplace.  
a. Score: \_\_\_\_ x .10 = \_\_\_\_\_
6. Attitude (10%) – Demonstrating positive energy, enthusiasm, and a collaborative spirit. Interaction with students, general professionalism, and commitment making the invisible, visible.  
a. Score: \_\_\_\_ x .10 = \_\_\_\_\_

**Total Score Calculation**

Total Score: \_\_\_\_/10

Additional Comments:

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Evaluator's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Final Decision: [check box] Selected/Not Selected

(Signature): \_\_\_\_\_