



DSP PERFORMANCE EVALUATION

INSTRUCTIONS:

1. Rating of employee performance:
 - a. Rate the employee by checking the box under the description that best matches the employee's performance, e.g. "Does Not Meet", "Meets Expectations", etc.
 - b. Rating must align with and be supported by narrative comments allowed for each section.
 - c. Describe the employee's contributions and professional strengths or weaknesses for each performance category listed below.
 - d. Include specific, detailed examples of goals, results and job-related behavior since the employee's last review. Use a separate sheet if necessary.
 - e. A rating of "Does Not Meet Expectations" by the supervisor requires a comment on how the employee could improve their performance.
 - f. A rating of "Exceeds Expectations" by the supervisor requires a comment relating to the major accomplishment or outstanding performance by the employee.
2. Self-evaluation: Employee should complete the self-evaluation form and return it to their supervisor before the evaluation meeting.
3. Review and Signature of the Performance Evaluation form:
 - a. Supervisor completing the evaluation will have the form reviewed by Human Resources.
 - b. Supervisor and Employee must sign the evaluation form at the end of the evaluation meeting.
 - c. The next-level supervisor will review the completed evaluation and sign after the evaluation meeting with the employee.
 - d. After the original evaluation form is completed and signed by those listed above, the form will be submitted to Human Resources for signature and inclusion in the employee's personnel file.
4. Definition of Ratings:
 - a. "Does Not Meet Expectations" – Meets some, but not all, performance requirements; needs to improve in some areas to meet standards.
 - b. "Meets Expectation" – Employee is adequate in key competency areas and completes tasks accurately; needs minimal supervision; work and projects are completed on schedule.
 - c. "Exceeds Expectations" – Exceeds the position requirements on some important parts of the job; high quality with little or no errors; provides added benefit to the work group.
5. When submitting the employee's evaluation, the supervisor should also request from the employee and/or submit the following documents, as appropriate:
 - a. Proof of auto insurance coverage;
 - b. Customer evaluations;
 - c. Employee data update;
 - d. Payroll data change;
 - e. Updated job description.

Employee Name: _____ Evaluation Period: _____

Supervisor Name: _____ Program: _____

Description of Criteria			
Quality of Work	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Demonstrates competence in required job skills and knowledge			
Attendance, punctuality and time management			
Exhibits good interpersonal skills, e.g. communication, commitment, teamwork, etc.			

Comments:

Productivity	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Work is accomplished quickly and accurately			
Manages time effectively & exhibits good organizational skills			
Accomplished previously established goals and objectives			

Comments:

Technical Knowledge	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Learns and applies new skills within the expected period of time			
Completes required training; seeks additional training when needed or recommended			
Demonstrates proactive commitment to safety			

Comments:

Communication and Teamwork	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Open to constructive critiques on how to improve			
Communicates effectively in writing and orally			
Team player; establishes & maintains good working relationships			

Comments:

Leadership & Project Management Skills	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Assists customers and/or staff in meeting their professional development goals			
Assumes responsibility for own actions and outcomes			
Responds to concerns from employees or co-workers			

Comments:

Summary of Significant Achievements:

Development Needs for Employee:

Plans to Address Development Needs:

Employee Comments (attach additional sheet if necessary):

Employee – I have read and discussed this evaluation with my supervisor and understand its contents. My signature means that I have been advised of my performance status; however it does not necessarily imply that I agree with either the appraisal or the contents.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Next-level Supervisor Signature: _____ Date: _____

Human Resource Signature: _____ Date: _____