



## 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 & 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.
  - g. If a specific criteria does not apply to the employee's position responsibilities, the supervisor should indicate by checking the appropriate N/A box.
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	N/A	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Demonstrates competence in required jobs skills and knowledge				
Attendance, punctuality and time management				
Accuracy, clarity, consistency, and thoroughness of work product				
Gives feedback for continuous improvement of work product				
Understanding and mastery of process, methods, systems, and procedures				
Measures business decisions with customer satisfaction & company values in mind				
Exhibits good interpersonal skills, e.g. communication, commitment, teamwork, etc.				

Comments:

Productivity	N/A	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Work is accomplished quickly and accurately				
Manages time effectively & exhibits good organizational skills				
Implements appropriate cost-saving measures				
Exceeds customer's expectations				
Accomplished previously established goals and objectives				

Comments:

<b>Technical Knowledge</b>	<b>N/A</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Learns and applies new skills within the expected period of time				
Displays good understanding of how their job relates to other jobs				
Completes required training; seeks additional training when needed or recommended				
Demonstrates proactive commitment to safety				
Develops project alternatives and presents recommendations to supervisor				
Demonstrates knowledge of federal, state and local regulations as they apply to their duties				

Comments:

<b>Communication and Teamwork</b>	<b>N/A</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Open to constructive critiques on how to improve				
Communicates effectively and in writing and orally				
Team player; establishes & maintains good working relationships				
Pays attention to the needs of the customer				
Anticipates needs and gets involved				
Able to effectively express ideas in group or individual situations				

Comments:

<b>Leadership &amp; Project Management Skills</b>	<b>N/A</b>	<b>Does Not Meet Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Develops short-term goals and alternatives for accomplishing tasks				
Assists customers and/or staff in meeting their professional development goals				

Participates in long-range plan development				
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: \_\_\_\_\_