

Performance Evaluation Form

Attachment E

EMPLOYEE INFORMATION

EMPLOYEE NAME	EMPLOYEE ID # OR	POSITION #
CURRENT CLASSIFICATION TITLE / CLASS #	SUPERVISOR NAME	
WORK UNIT / LOCATION	SECTION RDC	
REPORTING PERIOD (MM/DD/YY) From To	NEXT EVALUATION DUE DATE	

EVALUATION TYPE

- ☐ Annual
 ☐ Trial Service
 ☐ Other _____
- ☐ Represented
 ☐ Unrepresented
 ☐ Management Service (MMS or MMN)

INSTRUCTIONS

Supervisor should make a check mark or initial each box above that was discussed with employee. Use the comments box below to make specific comments regarding performance, use specific examples.

CHECK BOXES TO DOCUMENT DISCUSSION TOPICS.

- ☐ Employee's performance on primary duties/priorities in the past year/rating period.
- ☐ Revised responsibilities/priorities for the coming rating period as needed. *(If revised, provide updated copy of position description.)*
- ☐ Discuss how they relate to overall unit and agency objectives.
- ☐ Strengths/areas for growth in critical performance factors *(see examples on back)*.
- ☐ Barriers to effective work performance and job satisfaction.
- ☐ Areas of performance needing more attention or improvement.
- ☐ Development (over past year; future needs for current job; long-term career goals; and development needs to achieve them).
- ☐ Employee continues to grow to meet future needs and demands of changing environment.
- ☐ Supervisory: leadership, fiscal accountability, affirmative action and safety.
- ☐ Anything else the employee or supervisor would like to address.

SUPERVISOR COMMENTS

(INSERT COMMENTS REGARDING PERFORMANCE, ATTACH OTHER PAGES AS NECESSARY.)

EVALUATION RESULTS

<input type="checkbox"/> Exceptional	Highest possible level of performance. Employee excels in all aspects of the position and significantly and consistently exceeds the established job requirements and performance standards, goals and expectations of the job. Generally, in any given year, a very limited number of employees achieve results at this level.
<input type="checkbox"/> Exceeds Expectations	Employee consistently exceeds standards and expectations of the position and may perform at an outstanding level in some areas.
<input type="checkbox"/> Meets Expectations	Employee performance fulfills established standards and job expectations. Work is consistently performed at an acceptable level and at times may be performed at a higher level. Results are those expected of most employees successfully performing their jobs.
<input type="checkbox"/> Requires Improvement	Employee performance does not consistently satisfy position requirements, but employee has shown the aptitude, interest and/or skills needed to attain them. Improved sustained results need to be shown within a limited time period.
<input type="checkbox"/> Unsatisfactory	Employee performance clearly fails to meet standards and the employee does not demonstrate the aptitude and/or interest to perform job successfully. Immediate sustained improvement must be shown.

SIGNATURES

Employee's signature below only confirms that the evaluation has been discussed with the employee and does not indicate agreement or disagreement with the content.

EMPLOYEE SIGNATURE	DATE	SUPERVISOR SIGNATURE	DATE
REVIEWER SIGNATURE	DATE	HUMAN RESOURCES SIGNATURE	DATE

ADDITIONAL FORMS ATTACHED

<input type="checkbox"/> EMERGENCY CONTACT FORM	<input type="checkbox"/> POSITION DESCRIPTION: Revised to reflect duties since the last annual review.
<input type="checkbox"/> INDIVIDUAL DEVELOPMENT PLAN	<input type="checkbox"/> POSITION DESCRIPTION: The PD on file , dated _____ continues to reflect duties of position.

cc: Supervisor's File; Employee; Supervisor's Manager; and Personnel File

CRITICAL PERFORMANCE FACTORS

Examples of general performance factors to consider during performance evaluation discussions. Other performance factors specific to your unit's strategic plan or the employee's development plan may also be used.

ORGANIZATIONAL SUCCESS

- Teamwork/cooperation (within and across units).
- Customer orientation
- Commitment to continuous quality/process improvements
- Creativity/innovation
- Flexibility/adaptability to change
- Continuous learning/development
- Displays vision
- Leadership/initiative

MAKING PEOPLE MATTER

- Respect for others
- Interpersonal skills
- Supports diversity and understanding
- Related issues
- Honesty/fairness
- Builds trust
- Recognizes others' achievements
- Understand others' perspectives
- Resolves conflicts constructively
- Positive attitude

JOB EFFECTIVENESS

- Planning/organization
- Problem solving/judgment
- Makes effective decisions
- Takes responsibility
- Achieves results
- Communicates effectively
- Dependability/attendance
- Job/organizational knowledge
- Productivity
- Fiscal accountability

ADDITIONAL FACTORS FOR SUPERVISORY POSITIONS

- Coaches/counsels/evaluates staff
- Identifies areas for and supports employee developmental opportunities.
- Encourages teamwork and group achievement
- Leads change/achieves support of objectives
- Enables and empowers staff
- Strives to achieve diverse staff at all levels
- Understands diversity issues and creates supportive environment for diverse employees, provides or schedules Cultural Competency Training annually for staff.
- Manages budget within legislatively approved limitations, follows policies and procedures for controlled items