

Check Appropriate Unit: ➔

Confidential

ASEA

APEA

Laborers

Employee Name:	Position/Title:	Hire Date: Pos Start Date:
Department:	Manager/Director:	Evaluation Period: From: _____ To: _____

3 month 6 month Annual

Refer to and review job description for accuracy and as a supplemental resource to the evaluation process. Also review goals from prior evaluation periods.

Indicate the performance level of each functional area and provide specific examples or comments to support the rating. For the “meets” and “doesn’t meet expectations” categories, please indicate the desired behaviors that would allow an employee to move up to the next category. Each area provides examples of relative behavior to determine appropriate rating. These are examples only to assist with the process. The supporting comment sections provide for specific, job related criteria. Specific examples explaining the ranking are required for all categories marked as “Doesn’t Meet Expectations”.

JOB KNOWLEDGE: The degree to which job related technical skills are obtained (through professional development) and the level of application of those skills.

Exceeds Expectations	Has a better than average working knowledge of all aspects of position and uses this knowledge to go beyond requirements. Consistently seeks knowledge.	<input type="checkbox"/>
Meets Expectations	Maintains necessary knowledge of job duties and uses this knowledge to perform duties as required. Stays current with required job knowledge.	<input type="checkbox"/>
Doesn’t Meet Expectations	Does not have an adequate understanding of position and/or duties. May have knowledge but does not apply it effectively on the job.	<input type="checkbox"/>

Supporting Comments:

PERFORMANCE: The quantity and quality of work product or output and the efficiency/effectiveness with which the work is performed.

Exceeds Expectations	Consistently exceeds normal performance expectations for position (quality, quantity, accuracy, efficiency) and actively seeks additional tasks and responsibility within scope of position.	<input type="checkbox"/>
Meets Expectations	Produces the required amount of work. Meets deadlines and performs all duties in an accurate and satisfactory manner.	<input type="checkbox"/>
Doesn’t Meet Expectations	Work product is below standard in quantity and/or quality. Requires monitoring. Inconsistent output regularly containing errors. Misses deadlines.	<input type="checkbox"/>

Supporting Comments:

PERSONAL INTERACTIONS: Effectiveness of communication, level of cooperation with the general public and coworkers, ability to work in a team environment.

Exceeds Expectations	Has highly developed communication skills, looks for ways to provide assistance to others, works extremely well in group or team settings. Builds consensus. Helps to facilitate change. Provides excellent customer service.	<input type="checkbox"/>
Meets Expectations	Has adequate communication skills to work with most people in a variety of settings. Functions as a member of a team. Willingness to be flexible and accept change. Provides consistent and acceptable customer service.	<input type="checkbox"/>
Doesn’t Meet Expectations	Has difficulty in personal interactions with regard to communication and teamwork/cooperation. Is not supportive of group efforts. Does not cope well with change or is resistant to change. Unable to maintain effective and positive working relationships and/or maintain acceptable customer service.	<input type="checkbox"/>

Supporting Comments:

Logged _____
 COS/HR Director _____
 HR Processed _____



**Fairbanks North Star Borough
Employee Performance Evaluation**

WORK HABITS: General attendance (excludes periods of approved FMLA leave), reliability and professionalism. Follows established Borough policies and procedures/laws and regulations.

Exceeds Expectations	Extremely professional in all interactions, appearance is always appropriate to situation, almost never absent/tardy, readily accepts responsibility, initiates work independently and can always be counted on to go above and beyond. Has thorough grasp of Borough policies/procedures or applicable laws/regulations and ensures compliance.	<input type="checkbox"/>
Meets Expectations	Is professional as required by position. Infrequent absences or tardies. Can be relied upon to provide duties within scope of position. Usually accepts responsibility and works independently. Is aware of Borough policies/procedures and applicable laws/regulations and follows as needed.	<input type="checkbox"/>
Doesn't Meet Expectations	Frequent absences or tardies and/or unprofessional behavior leads to an inability to rely on this person. Does not accept responsibility and cannot be relied upon to work independently. Does not follow Borough policies/procedures or applicable laws/regulations.	<input type="checkbox"/>

Supporting Comments:

INITIATIVE or INNOVATION: The tendency to contribute, develop or carry out new ideas or methods, appropriate to the level of the position held.

Exceeds Expectations	Frequently raises questions and suggests new methods, acts on own initiative to accomplish assignments or identify work to be done. Articulates procedural changes leading to efficiencies.	<input type="checkbox"/>
Meets Expectations	Is fairly resourceful and when appropriate raises questions and suggests ideas for improvement. Follows adopted procedures for work being performed.	<input type="checkbox"/>
Doesn't Meet Expectations	Does not provide suggestions or options for improvement to work being performed. Does not show initiative when work needs are identified, or needs completed.	<input type="checkbox"/>

Supporting Comments:

DECISION MAKING and JUDGMENT: Ability to consider all aspects of a situation and to make sound decisions, appropriate to the level of the position held.

Exceeds Expectations	Always considers all information and people involved when making a decision. Uses good judgment in decision-making. Makes decisions in a timely manner. Always presents well-considered alternatives.	<input type="checkbox"/>
Meets Expectations	Usually makes sound decisions and typically considers relevant information. Sometimes presents alternatives and is generally timely and correct in decision making.	<input type="checkbox"/>
Doesn't Meet Expectations	Fails to consider all known aspects of a situation. Makes hasty decisions or does not make timely decisions, resulting in a negative outcome. Unwilling to explore or present alternative solutions.	<input type="checkbox"/>

Supporting Comments:



**Fairbanks North Star Borough
Employee Performance Evaluation**

LEADERSHIP: (Mark N/A if not applicable) Degree to which leadership ability is present and utilized to the benefit of the Borough by directing, aligning, motivating and leading by example.

Exceeds Expectations	Considered a great leader by both subordinates and peers. Leads by example. Is able to communicate the Borough's mission to motivate others. Frequently recognizes achievements of others. Articulates goals and expectations clearly.	<input type="checkbox"/>
Meets Expectations	Demonstrates leadership ability. Is well respected by staff and peers. Understands and can communicate the Borough's mission. Works with staff to increase commitment and enthusiasm.	<input type="checkbox"/>
Doesn't Meet Expectations	Does not demonstrate leadership ability. Does not work effectively in a team environment. Is unable to effectively communicate the Borough's mission. Does not recognize the accomplishments of others. Does not communicate goals and expectations in a productive manner. Provides little if any feedback.	<input type="checkbox"/>

Supporting Comments:

PEOPLE MANAGEMENT SKILLS: (Mark N/A if not applicable) Ability to coordinate the efforts of subordinates to effectively accomplish department and organizational goals.

Exceeds Expectations	Exceptional ability to motivate staff to high levels of performance. Highly developed organizational skills and ability to delegate. Develops staff for future success.	<input type="checkbox"/>
Meets Expectations	Is able to manage staff to achieve goals. Consistently well organized and completes management tasks as required. Trains staff appropriately. Gives clear directions and expectations.	<input type="checkbox"/>
Doesn't Meet Expectations	Disorganized approach to management. Inconsistent in meeting objectives. Unable or unwilling to develop or train staff.	<input type="checkbox"/>

Supporting Comments:

SAFETY and ACCIDENTS: Degree of safety consciousness and adherence to safety rules/regulations.

Exceeds Expectations	Is proactive in pointing out safety hazards and identifying solutions. Has had zero "at fault" accidents. Does not need to be reminded about safety rules and equipment.	<input type="checkbox"/>
Meets Expectations	Will point out safety hazards when noticed. Not more than one preventable accident. Rarely requires reminders about safety rules and equipment.	<input type="checkbox"/>
Doesn't Meet Expectations	Rarely points out safety hazards. Requires regular reminders about safety rules or equipment. May have had more than one preventable accident.	<input type="checkbox"/>

Supporting Comments:



**Fairbanks North Star Borough
Employee Performance Evaluation**

Discuss the employee's areas of strength:

Discuss the areas in which the employee could improve:

Goals for the coming appraisal period:

(to be determined by BOTH the employee and the supervisor during the appraisal discussion)

Objectives	Steps to Take (What training, support, actions or resources are necessary or desirable to complete these goals or build skills for the future?)	Target Date

Reviewer Comments:

Reviewer Signature

Date

Director/Chief of Staff Comments:

Director/Chief of Staff Signature

Date

Employee Comments (Can attach statement to evaluation if necessary. Employee has 5 days to prepare written comments, which will become part of the evaluation.):

Employee acknowledgement: My signature attests only that a meeting was held with me to discuss this evaluation; it does not necessarily indicate that I agree/disagree with the evaluation.

Employee Signature

Date

Routing: Supervisor, Manager/Director, Supervisor/Employee, Human Resources (Laborers requires HR review prior to supervisor/employee)