

Employee Name:

Job Title:

Employees "Other" Responsibilities

List any duties that have been added or deleted that are not on current Job Description.
See attached job description

Employee's Accomplishments

List major job related achievements since last evaluation
Ie. Completed CDA, Increased family involvement for the center 20% from last year
BRAG! BRAG! BRAG!

Job Knowledge

- Possesses a clear understanding of job related procedures, Methods, Equipment, and scope of responsibility
- Keeps Up with regulations, policies and procedures dealing with his/her job position
- Continues to educate themselves and become more knowledgeable about the agency, the program, & their job duties

Job Performance

Quality

- Neatness, Thoroughness, Accuracy and over quality of the employee's work
- Is the employee's work an asset to the agency?
- Does his/her performance attribute to meeting the agency's goals and objectives?

Quantity

- Employee demonstrates a commitment toward achieving productive results.
- Tasks are completed efficiently and in a timely manner.

Dependability

- Employee can be relied upon to complete assigned tasks in a timely manner
- Employee is conscientious about his/her attendance and punctuality
- Is employee prepared and ready to start work on time?
- Does employee make arrangements to have their position covered when absent?

Cooperation/Teamwork

- Employee demonstrates a willingness to cooperate and work with associates, subordinates, supervisors, and others.
- Is the employee a team player?
- Employee responds willingly to change in procedure, processes, responsibilities, & assignments.

Initiative

- Employee initiates activities without being told to do so.
- Requires minimal supervision
- Completes tasks without follow-up
- Seeks out new tasks when work is completed
- Employee demonstrates an ability to think and act independently
- Employee is able to foresee and solve problems
- Employee originates innovative ideas and methods that could improve the overall quality and efficiency of his/her job assignment.

Work Environment and Safety

- Employee maintains a clean, uncluttered, safe, and pleasant work environment
- Employee knows and follows safety regulations.
- Employee attends safety training, and actively contributes towards a safe workplace.
- Does employee have an accident free record?

Overall Appraisal

Total score from each category is added.

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