

(AGENCY) - EVALUATION FORM

Evaluation Period:	
Name:	
Office/Section:	<input type="checkbox"/> SHA Project Planning Division – Environmental Management <input type="checkbox"/> SHA Project Planning Division – Project Management <input type="checkbox"/> SHA Environmental Programs Division <input type="checkbox"/> Other: _____

As allowed under TEA-21, SHA currently funds one position at the (agency). The purpose of this position is to streamline the environmental review process for our projects. (name) fills this position and provides services for both the Project Planning Division and the Environmental Programs Division (see attached list of specific projects).

*As part of our agreement with the (agency), we need to periodically evaluate (name) performance on our projects. So you're being requested to complete the attached form – it will only take a few minutes – and **return it to (name) by (date)**. She will then compile the results and provide feedback to (name) and our Senior Management.*

Please give an honest assessment and feel free to provide examples of positive input/interaction and identify areas that need improvement. The important thing to remember is that (name) is working to help us – if there are areas where we need better service from him, you need to document them on the form. But please try not to focus just on the negatives – he would like to know what he's doing right, too!

There are four main areas of evaluation: 1) document review, 2) technical assistance, 3) policy development and participation and 4) outreach, education and continuous improvement. A description of (name) "job duties" in each of these areas is listed on the attached evaluation form.

Please read each section carefully and provide your rating and/or comments in the space provided.

Thank you for your time!

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INSTRUCTIONS: READ THE CRITERIA FOR EACH SECTION, PLACE AN "X" IN THE BOX NEXT TO THE APPROPRIATE RATING, AND PROVIDE ANY SPECIFIC COMMENTS IN THE SPACE PROVIDED.

1. Document Review

A. Substance of Comments:

- provided comments on documents (i.e., concurrence packages, environmental documents, etc.) which gave the appropriate level assistance, technical information, expertise, policy explanation and guidance
- provided comments which addressed relevant issues
- offered suggestions to address identified issues

	Good (met above criteria 100-90%)
	Satisfactory (met above criteria 89-80%)
	Needs Improvement (met above criteria below 80%)
	N/A

B. Timeliness:

- provided comments within the established timeframes
- if there were multiple comments due during the same time period, coordinated adjusted due dates with SHA staff

	Good (met above criteria 100-90%)
	Satisfactory (met above criteria 89-80%)
	Needs Improvement (met above criteria below 80%)
	N/A

Comments on Document Review:

2. Technical Assistance

A. Meetings:

- attended various meetings (i.e., interagency review meetings, project-specific briefings, public meetings and hearings, and various coordination meetings)
- actively participated in meetings by providing technical assistance, rendering decisions, gathering information and facilitating meetings
- when a scheduled meeting could not be attended, coordinated with SHA to provide input, review what happened and determine whether an additional meeting should be scheduled
- convened meetings when necessary to address specific concerns or to facilitate interagency coordination

	Good (met above criteria 100-90%)
	Satisfactory (met above criteria 89-80%)
	Needs Improvement (met above criteria below 80%)
	N/A

B. Field Reviews:

- attended various project related field reviews
- used SHA scheduled field reviews or initiated additional field meetings to gather pertinent information to render a decision (on permit conditions, mitigation, etc.), coordinate with other resource agencies, and share information and requirement needs with SHA
- when a scheduled field review could not be attended, coordinated with SHA to provide input, review what happened and determine whether an additional field review should be scheduled

	Good (met above criteria 100-90%)
	Satisfactory (met above criteria 89-80%)
	Needs Improvement (met above criteria below 80%)
	N/A

C. Technical Assistance with Scoping, Planning, Design and Construction:

- clearly identified potential problems pertaining to impacts to natural resources
- provided specific timely, practicable and feasible recommendations for resolution
- cooperatively worked to resolve issues during all phases of transportation project development (including providing suggestions and recommendations for avoidance, minimization and mitigation through all phases of development)

	Good (met above criteria 100-90%)
	Satisfactory (met above criteria 89-80%)
	Needs Improvement (met above criteria below 80%)
	N/A

Comments on Technical Assistance:

3. Policy Development and Participation

A. Involvement in Interagency Task Forces:

- when involved on various non-project related tasks forces (i.e., Interagency Training Team, Environmental Justice Team, Interagency Mitigation Task Force, etc.), attended a majority of meetings
- provided comments and input relative to the (agency) mission, policies and guidance
- produced any requested decisions, reviews or comments within agreed upon time frames

If you worked with (name) on a task force (as a task force leader or member), evaluate his performance qualitatively based on the level of his participation and substance of his contributions. Consider the number of task forces, project workload, and the area of expertise that he could provide. Provide your response below:

	Response:
	N/A

B. Review of Policy Documents and Handbooks:

- provided input, if requested, on SHA environmental compliance documents and handbooks

If applicable, provide your evaluation below based on the substance and timeliness of comments provided:

	Response:
	N/A

C. (agency) Regulation, Policy and Guidance Dissemination:

- advised SHA of any changes pertaining to the transportation program in a timely manner, in order for SHA to remain informed of any changes to regulations, policies and guidance that may have affected its procedures
- provided copies of applicable documents, as reasonable and approved by higher (agency) authority

If applicable, provide your evaluation below:

	Acceptable (guidance and documents disseminated within 30 days)
	Needs Improvement (guidance and documents disseminated in more than 30 days)
	N/A

4. Outreach, Education and Continuous Improvement

- actively sought, developed, and implemented ways to continually improve, re-engineer, increase efficiencies and streamline the environmental review/evaluation process

If you are aware of any such special activities, qualitatively evaluate (name) performance based on the complexity, longevity and difficulty of the initiative. Provide your response below:

Response:
N/A