



PERFORMANCE EVALUATION

Name:

Employee Number:

Job Title:

Department:

Performance Period:

Duration in Current Position:

Supervisor:

Department Director:

PURPOSE OF PERFORMANCE APPRAISAL

The purpose of the performance evaluation is to allow the supervisor and employee to openly discuss and document the performance of the subordinate allowing the supervisor to formalize their appraisals, judgements and feedback regarding the employee. By providing a formal tool to the supervisor and employee, a desirable degree of certainty can be established regarding job performance, expectations, training and progress in the employee's career. The process will help define job expectations and allow the supervisor to insure both that the job assignments are understood, that the training to do the job is received, satisfactory performance is reinforced and substandard performance is corrected.

If properly administered the performance evaluation process will:

Strengthen communications between supervisors and subordinates and clarify duties and expectations providing subordinates with feedback about how the supervisor feels the subordinate is meeting expectations;

Inform employees of their strengths and weaknesses and develop plans of improvement;

Promoting common understanding of individual needs, work objectives and standards of acceptable performance;

Be based upon achieving the goals and objectives of the Department;

Assist in developing more effective employees.

Procedure for Performance Appraisals

All employees will be evaluated annually by their immediate supervisor. The evaluation shall cover the performance of the employee over the entire period covered by the report and shall be based on facts that occur during the rating period. Personal bias and prejudice shall be avoided and the employee shall be rated on the performance of work. Personal traits that do not affect work performance or work environment shall not be addressed.

At the beginning of the evaluation period the supervisor is responsible for scheduling a meeting with the employee for performance evaluation counseling. At this time, the supervisor will counsel the employee regarding the tasks of the employee's position and expectations for the upcoming evaluation period. This is not intended to be the only means of allowing feedback of the employee's performance. Honest, constructive feedback from the supervisor should occur on a continuous basis during the evaluation period.

Supervisors will effect a written evaluation on all probationary employees on a tri-monthly basis. The probationary period shall also commence with performance evaluation counseling.

The original performance evaluation will be made available to the employee to sign and date indicating that he or she has reviewed the performance evaluation and has discussed it with his/her supervisor. It shall also be signed and dated by the supervisor. The performance evaluation is then directed to the Department Director for final signature. A copy of the performance evaluation will be provided to the employee. The original shall be made a part of the employee's personnel file until it reaches the end of its retention period. The retention period is one year past the employee's termination of employment.

VOLUME OF WORK

Consider output and work load capacity, general job productivity, time management, organization of work.

Top producer; works well under pressure	Good output; often does more than share	Average output; similar of other employees'	Marginal output; could be better	Inefficient output; slow and usually behind schedule
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Comments:

QUALITY OF WORK

Consider standard of workmanship, accuracy, neatness, skill, thoroughness, economy of materials.

Does high level work; complete work with almost no errors, very practical, very neat	Good; accurate, skillful, complete work	Average skill; careful work with reasonable errors, meets standards	Average skill; careful work with reasonable errors, meets standards	Rework often required; sloppy and inaccurate
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Comments:

ATTENDANCE

Consider punctuality, absence, and tardiness. NOTE: Do not consider FMLA, FCA, WPSL

Rarely late or absent -Very good attendance record	Seldom late, attendance record good,	May be late occasionally	Attendance record could be improved	Seldom on time, absent often
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Comments:

KNOWLEDGE OF JOB

Appraise comprehension of job procedure & methods; understanding of rules, responsibilities and scope of duties; utilization of background for job.

Thorough; completely informed; broad knowledge of work functions and rules	Well informed on all phases of job; decisions are effective and well-conceived	Has good, detailed knowledge of job procedures; follow-up of job activity occasionally required	Fair knowledge of job duties and procedures; requires assistance	Knowledge of job lacking; needs close supervision; little ability to improve
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Comments:

WRITTEN AND ORAL COMMUNICATION

Includes written reports and correspondence, verbal reports to both large and small groups; ability to communicate thoughts in meeting and conferences.

Expresses him/herself well in all regards; comfortable speaking up	Good verbal and written skills; thoughts and ideas well organized	Verbal and written expressions average; usually expresses self adequately	May be somewhat deficient in either oral or written expression	Deficient in both oral and written expression; must be prodded to speak
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Comments:

WORK COORDINATION

Consider ability to coordinate work which directly or indirectly involves other employees, departments or sections.

Very good coordination with others; maintains excellent production rate	Coordinates work well with others; smooth flow of materials	Adequate coordination of work with others; fairly smooth flow of materials	Work duties not always well coordinated with others; some duties missed	Lacks ability to adequately coordinate; obstructs smooth flow of material
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Comments:

EFFECTIVENESS UNDER STRESS

Consider positions where pace, pressure and tempo are consistently demanding, ability to handle emergencies; whether stress is inherent in position or results from inability to plan or organize work.

Able to meet emergencies and rapidly changing deadlines with ease; well organized	Usually able to handle emergencies and rapidly changing deadlines; usually well organized	Handles emergencies and deadlines adequately	Sometimes poor organization of work creates stress; has trouble handling emergencies	Most of employment stress is self-caused; unable to handle rapidly changing deadlines or emergencies
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Comments:

OPERATION OF EQUIPMENT (where appropriate)

Evaluate employees concern for safety, responsibility operation of equipment, including driving skills; care of equipment.

Is in complete control of vehicle at all times; observes traffic regulations; responsible with equipment	Usually in complete control of vehicle; generally complies with traffic regulations	Control of vehicle and compliance with traffic regulations adequate; takes care of equipment	Driving skills and care of equipment is not always consistent with rules, regulations, or principles of safety	Deficient in correct and careful use of equipment and driving skills; may not always be in control
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Comments:

INITIATIVE

Consider initiative to plan work, to make constructive suggestions, and to go ahead with a job without being told every detail.

Likes to master new tasks, often makes suggestions to improve	Learns new tasks easily, plans work to complete on time, has new ideas	Displays ability to learn most new tasks without difficulty; some new ideas	Shows little desire to learn new tasks	Shows no desire to learn new tasks or plan; no creativity
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Comments:

SAFETY

Consider knowledge of safety rules; compliance with safety procedures; accidents, efforts to prevent accidents. Completion of annual safety training.

Complete knowledge; continuous practice of safety rules	Generally well informed; conscientious, makes helpful suggestions	Acceptable knowledge of present job safety procedures; effort to comply	Safety knowledge adequate; personal compliance needs improvement	Serious deficiency in safety knowledge, careless on job
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Comments:

RELATIONS WITH PUBLIC

Consider personal and telephone contacts; tones of correspondence, public image that employee projects; helpfulness; ability to deal effectively with public.

Always courteous and discreet; consistently presents good appearance; solves complaints	Generally courteous and friendly, is rarely short with customers; handles complaints well	Generally presents good public image; helpful	Somewhat slow to respond to public; frequently short with customers	Often needs help in handling customers; takes complaints personally; doesn't care
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Comments:

WORK JUDGEMENTS

Evaluate quality and timeliness of decision making; consider effect of decisions on others.

Able to make good decisions quickly with consistency	Generally makes good decisions; considers alternative and impact	Decision making skills and timeliness of decisions adequate	Sometimes slow in making decisions; occasionally exhibits poor judgement	Frequently exhibits poor judgement; has trouble making decisions
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Comments:

Probationary Employee:

Meets probationary standards Does not meet probationary standards Not applicable

SUPERVISOR COMMENTS: !

2018 PERFORMANCE GOALS/EXPECTATIONS: The main goals for completion during 2018 are as follows:

- 1.
- 2.
- 3.
- 4.

EMPLOYEE COMMENTS:

WE HAVE REVIEWED AND DISCUSSED THIS PERFORMANCE APPRAISAL:

Date: _____ EMPLOYEE: _____

Date: _____ SUPERVISOR: _____

Date: _____ DEPARTMENT DIRECTOR: _____