# **PERFORMANCE APPRAISAL PROCESS**

THE 2016 EDITION



# PERFORMANCE APPRAISAL UPDATES

- No self evaluation
- PDF fillable forms
- Three rating scale instead of five
  - "One third" rule still applies

# WHERE CAN THE FORM BE LOCATED?

- HR Website
- HR public folder
- <u>T:\Faculty & Staff Shared Folders\Human Resources\Public</u>



### 2015-2016 Employee Goals Accomplished Over the Current Appraisal Period (July 1, 2015 – June 30, 2016)

(Not Required for Hourly Employees)

Goals/Objectives	Unsatisfactory	Satisfactory	Outstanding	Results Achieved & Comments			
<b>Overall Goals Achievement</b>	L		1				
Unsatisfactory (1)		Satisfactory (2)					



2015-2016 Employee Goals Accomplished Over the Current Appraisal Period (July 1, 2015 – June 30, 2016) (Not Required for Hourly Employees)											
	Goals/Objectives	-	(Not hequited for houry Employees)								
			Unsatisfactory	Satisfactory	Outstanding	Results Achieved & Comments					
	Overall Goals Achievement Unsatisfactory (1)			Sa	tisfactory (2)	Outstanding (3)					



2015-2016										
Employee Goals Accomplished Over the Current Appraisal Period										
	Unsatisfactory	Satisfactory	Outstanding	mployees)						
Goals/Objectives				Results Achieved & Comments						
Overall Goals Achievement		-	-							
Unsatisfactory (1)		L	Satisfactory (	2) Outstanding (3)						



		20	15-2016					
Employ	ee Goals Ac				t Appraisal Period			
	(July 1, 2015 – June 30, 2016) (Not Required for Hourly Employed							
		(NOL NEQUITED	JOI HOUNY EIN	noyee	Results Achieved & Comments			
			1					
Goals/Objectives	Unsatisfactory	Satisfactory	Outstanding					
<b>Overall Goals Achievement</b>				L				
Unsatisfactory (1)		Sa	tisfactory (2)		Outstanding (3)			



### 2015-2016 Employee Goals Accomplished Over the Current Appraisal Period (July 1, 2015 – June 30, 2016)

(Not Required for Hourly Employees)

	Goals/Objectives	Unsatisfactory	Satisfactory	Outstanding	Results Achieved & Comments	
Overall Go	als Achievement					
Unsat	tisfactory (1)		Outs	tan		





EMPLOYEE:		
POSITION:	(Supervisor)	

Evaluation Period: \_\_\_\_\_ Probationary Interim

#### GENERAL PERFORMANCE FACTORS- All employees should be evaluated on the first seven factors.

INSATISFACTORY (1)	SAT ISFACT ORY (2)					OUTSTAND
GENERAL PERFORMANCE FACTORS – All emp	loyees should be evaluated on the first seven factors.		1	2	3	Comments
<ol> <li>JOB KNOWLEDGE/SKILLS - Demonstrated r policies, procedures, resources, laws, custo</li> </ol>	elevant job knowledge and essential skills; such as- work p mer service, and technical information.	ractices,				
<ol> <li><u>WORK RESULTS</u> – Met established objectiv and timeliness both individually and in a te</li> </ol>	es/expectations/standards of quality, quantity, customer s am.	ervice,				
	s of operation, customer service, proper conduct, speech, k, proper care and maintenance of assigned equipment, a					
relationships. Recognized needs and sensit	nd maintained positive and constructive internal/external vities, diversity, inclusiveness, collaboration of others, and onstrated effectiveness as a team player & ability to give a vision, and resolve conflicts.	d treated				
<ol> <li><u>DEPENDABILITY</u>- Degree to which employe punctuality.</li> </ol>	e can be relied upon to work steadily and effectively; atter	ndance,				
<ol> <li><u>COMMUNICATION</u> Exchanged information organized manner; <i>includes listening, spea</i></li> </ol>	and					
7. SAFETY & SECURITY Application of accide	It prevention techniques and unit's safety.					
performing job duties individually or in a te enhance skills and knowledge to stay curre 9. MANAGEMENT OF PERSONNEL & RESOUR program/projects, employees, budget, tecl Engages in performance management, tea	ch the employee is self-directed, resourceful, and creative am. Also measured are the employee's self-improvement it with changes impacting the job. <u>CES</u> (Required for all supervisors) Effectively manages mology, and organizational change to produce positive res mvork, staff development, and recognition of accomplish nunication, and positive employee relations. Uses innovat	efforts to sults. nents.				
OVERALL GOAL ACHIEVEMENT (From Curren	Goals Sheet)					
OVERALL RATING						
SPECIAL PERFORMANCE FACTORS- List below	. Define and rate employee on any appropriate factors no	t listed above.				
COMMENTS - (Continue additional comment	s on a separate Word document)					
DEFINITIONS OF RATINGS	OVERALL EVALL	JATION				
INSATISFACTORY – Employee's performance with below acceptable standards.	respect to the factor under consideration EMPLOYEE'S SIC	INATURE				Date
ATISFACTORY – Employee's performance with re ccasionally exceeds acceptable standards.						
	EVALUATOR'S S	ignature/title (f	mployee's i	immedia	te supervisor)	Date
OUTSTANDING – Employee's performance with re onsistently exceeds acceptable standards.	spect to the factor under consideration					
on a storing exceeds acceptable standfus.	REVIEW ING OFC	R'S SIGNATURE/TI	TLE (Evaluat	tor's imn	nediate supervisor)	Date

As requested, reviewing officer discussed report.

REVIEW ING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor) Date

REVIEWING OFCR'S SIGNATURE/TIFLE (Evaluator's immediate supervisor) Date
I would like to discuss this report with the reviewing officer: YES NO

Each factor rated OUTSTANDING or UNSATISFACTORY should be documented in the comments section



EMPLOYEE:		Supervisor)							
		ype of Evaluation:							
POSITION:					Probat	ionary	lnterim		
		should be evaluated o	0	UTSTANDING (3)					
Evaluation Period:									
		en factors.	1	2	3	Ca	omments		
	policies, procedures, resources, laws, customer service, and technical information.	, such as- work practices,							
	<ol> <li>WORK RESULTS – Met established objectives/expectations/standards of quality, qua and timeliness both individually and in a team.</li> </ol>	intity, customer service,							
	<ol> <li>WORK HABITS – Practiced efficient methods of operation, customer service, proper behavior, planning and organization of work, proper care and maintenance of assign economical use of supplies.</li> </ol>								
	4. <u>INTERPERSONAL RELATIONS</u> - Developed and maintained positive and constructive i relationships. Recognized needs and sensitivities, diversity, inclusiveness, collaborat others in a fair and equitable manner. Demonstrated effectiveness as a team player receive constructive criticism, accept supervision, and resolve conflicts.	ion of others, and treated							
	5. <u>DEPENDABILITY</u> - Degree to which employee can be relied upon to work steadily and punctuality.	effectively; attendance,							
	<ol> <li><u>COMMUNICATION</u> Exchanged information with others in an effective, timely, clear organized manner; <i>includes listening, speaking, &amp; writing.</i></li> </ol>	, concise, logical, and							
	7. SAFETY & SECURITY Application of accident prevention techniques and unit's safety	1.							
	8. INITATIVE- (If applicable) the extent to which the employee is self-directed, resource performing job duties individually or in a team. Also measured are the employee's seenhance skills and knowledge to stay current with changes impacting the job.								
	9. MANAGEMENT OF PERSONNEL & RESOURCES (Required for all supervisors) Effectiv program/projects, employees, budget, technology, and organizational change to pro Engages in performance management, teamwork, staff development, and recogniti Promotes customer service, effective communication, and positive employee relation fufills administrative requirements.	oduce positive results. on of accomplishments.							
	OVERALL GOAL ACHIEVEMENT (From Current Goals Sheet)								
	OVERALL RATING			-	-				
	SPECIAL PERFORMANCE FACTORS- List below. Define and rate employee on any appropriate factors not listed above.								
	COMMENTS - (Continue additional comments on a separate Word document)								
	L DEFINITIONS OF RATINGS UNSATISFACTORY – Employee's performance with respect to the factor under consideration	OVERALL EVALUATION							
	is below acceptable standards.		-						
		EMPLOYEE'S SIGNATURE					Date		
SATISFACTORY – Employee's performance with respect to the factor under consideration occasionally exceeds acceptable standards. EVALUATOR'S SIGNATURE/fITLE (Employee's immediate supe						r)	Date		
	OUTSTANDING – Employee's performance with respect to the factor under consideration								
	consistently exceeds acceptable standards.	REVIEW ING OFCR'S SIGNATUR	RE/TITLE	(Evaluator's i	mmediate supe	rvisor)	Date		
		I would like to discuss this rep	ort with	the reviewin	g officer:	T YES			
		As requested, reviewing office			bonicer.				
		REVIEWING OFCR'S SIGNATUR	RE/TITLE	(Evaluator's i	mmediate supe	rvisor)	Date		
	Each factor rated OUTSTANDING or UNSATISFACTO	DRY should be documented in	the con	nments secti	on				



POSITION:	(Superviser	-1								
Evaluation Period:	(Supervisor	)								 _
GENERAL PERFORMANCE FACTORS- All employe	Type of Eva	luatio	on:		Regula	ar		Probatio	onary	Ir
UNSATISFACTORY (1) SATISFAC				_	_				-	
GENERAL PERFORMANCE FACTORS – All employees should be evaluated on the first		1	2	3	Co	mments	_			
<ol> <li>JOB KNOWLEDGE/SKILLS - Demonstrated relevant job knowledge and essential skills policies, procedures, resources, laws, customer service, and technical information.</li> </ol>	s; such as- work practices,									
<ol> <li><u>WORK RESULTS</u> – Met established objectives/expectations/standards of quality, qua and timeliness both individually and in a team.</li> </ol>	intity, customer service,									
<ol> <li><u>WORK HABITS</u> – Practiced efficient methods of operation, customer service, proper behavior, planning and organization of work, proper care and maintenance of assign economical use of supplies.</li> </ol>										
4. <u>INTERPERSONAL RELATIONS</u> - Developed and maintained positive and constructive relationships. Recognized needs and sensitivities, diversity, inclusiveness, collaborat others in a fair and equitable manner. Demonstrated effectiveness as a team player receive constructive criticism, accept supervision, and resolve conflicts.	ion of others, and treated									
<ol> <li><u>DEPENDABILITY</u>- Degree to which employee can be relied upon to work steadily and punctuality.</li> </ol>	effectively; attendance,									
<ol> <li><u>COMMUNICATION</u> Exchanged information with others in an effective, timely, clear organized manner; <i>includes listening, speaking, &amp; writing.</i></li> </ol>	, concise, logical, and									
7. SAFETY & SECURITY Application of accident prevention techniques and unit's safety	1.									
<ol> <li>INITIATIVE- (If applicable) the extent to which the employee is self-directed, resource performing job duties individually or in a team. Also measured are the employee's senhance skills and knowledge to stay current with changes impacting the job.</li> </ol>										
9. <u>MANAGEMENT OF PERSONNEL &amp; RESOURCES</u> (Required for all supervisors) Effective program/projects, employees, budget, technology, and organizational change to pro Engages in performance management, teamwork, staff development, and recognitit Promotes customer service, effective communication, and positive employee relation fulfills administrative requirements.	oduce positive results. on of accomplishments.									
OVERALL GOAL ACHIEVEMENT (From Current Goals Sheet)				<u>†                                    </u>			-			
OVERALL RATING			<u> </u>	+			-			
SPECIAL PERFORMANCE FACTORS- List below. Define and rate employee on any appro	priate factors not listed abov	ve.		<u> </u>			-			
COMMENTS – (Continue additional comments on a separate Word document)										
DEFINITIONS OF RATINGS	OVERALL EVALUATION									
UNSATISFACTORY – Employee's performance with respect to the factor under consideration is below acceptable standards.										
SATISFACTORY – Employee's performance with respect to the factor under consideration	EMPLOYEE'S SIGNATURE					Date				
SATISFACTORY – Employee's performance with respect to the factor under consideration occasionally exceeds acceptable standards.	EVALUATOR'S SIGNATURE/TITLE (Employee's immediate supervisor) Date									
OUTSTANDING – Employee's performance with respect to the factor under consideration consistently exceeds acceptable standards.										
	REVIEW ING OFCR'S SIGNATU	JRE/TITLE (EV	/aluator's im	mediate sup	vervisor)	Date				
	I would like to discuss this re As requested, reviewing offic			officer:	VES YES	[	NO			



EMPLOYEE: \_ POSITION: \_\_

(Supervisor)

### GENERAL PERFORMANCE FACTORS- All employees should be evaluated on the first seven factors.

GENERAL PERFORMANCE FACTORS - All employees should be evaluated on the first s	even factors.	1	2	3	Co	mments	
1. JOB KNOWLEDGE/SKILLS - Demonstrated relevant job knowledge and essential skills; policies, procedures, resources, laws, customer service, and technical information.	; such as- work practices,						
<ol> <li><u>WORK RESULTS</u> – Met established objectives/expectations/standards of quality, quarant timeliness both individually and in a team.</li> </ol>	ntity, customer service,						
<ol> <li>WORK HABITS – Practiced efficient methods of operation, customer service, proper c behavior, planning and organization of work, proper care and maintenance of assign economical use of supplies.</li> </ol>							
4. INTERPERSONAL RELATIONS - Developed and maintained positive and constructive in relationships. Recognized needs and sensitivities, diversity, inclusiveness, collaborati others in a fair and equitable manner. Demonstrated effectiveness as a team player i receive constructive criticism, accept supervision, and resolve conflicts.	on of others, and treated						
<ol> <li><u>DEPENDABILITY</u>- Degree to which employee can be relied upon to work steadily and punctuality.</li> </ol>	effectively; attendance,						
<ol> <li><u>COMMUNICATION</u> Exchanged information with others in an effective, timely, clear, organized manner; <i>includes listening, speaking, &amp; writing.</i></li> </ol>	concise, logical, and						
7. SAFETY & SECURITY Application of accident prevention techniques and unit's safety.							
<ol> <li>INITIATIVE - (If applicable) the extent to which the employee is self-directed, resource performing job duties individually or in a team. Also measured are the employee's se enhance skills and knowledge to stay current with changes impacting the job.</li> </ol>							
9. MANAGEMENT OF PERSONNEL & RESOURCES (Required for all supervisors) Effective program/projects, employees, budget, technology, and organizational change to pro Engages in performance management, teamwork, staff development, and recognitio Promotes customer service, effective communication, and positive employee relation fulfills administrative requirements.	duce positive results. n of accomplishments.						
OVERALL GOAL ACHIEVEMENT (From Current Goals Sheet)							
OVERALL RATING							
SPECIAL PERFORMANCE FACTORS- List below. Define and rate employee on any approp	priate factors not listed abov	ve.					
COMMENTS – (Continue additional comments on a separate Word document)							
EFINITIONS OF RATINGS	OVERALL EVALUATION						
INSATISFACTORY – Employee's performance with respect to the factor under consideration below acceptable standards.							
	EMPLOYEE'S SIGNATURE			an paral da la ser a ser a		Date	
ATISFACTORY – Employee's performance with respect to the factor under consideration ccasionally exceeds acceptable standards.							
ccasionary exceeds acceptable standards.	EVALUATOR'S SIGNATURE/T	ITLE (Employ	ee's immedia	ite supervisor	r)	Date	A section of
DUTSTANDING – Employee's performance with respect to the factor under consideration							
onsistently exceeds acceptable standards.	REVIEW ING OFCR'S SIGNATU	JRE/TITLE (EV	aluator's im	nediate supe	rvisor)	Date	
	I would like to discuss this re	port with the	e reviewing o	fficer:	T YES	I	
	As requested, reviewing offic	cer discussed	l report.				



EMPLOYEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

2015-2016 active performance appraisal form.doc

(Supervisor)

#### UNSATISFACTORY (1)

#### SATISFACTORY (2)

#### OUTSTANDING (3)

GENERAL PERFORMANCE FACTORS – All employees should be evaluated on the first	seven factors.	1	2	3	Commer	nts
<ol> <li><u>JOB KNOWLEDGE/SKILLS</u> - Demonstrated relevant job knowledge and essential skill policies, procedures, resources, laws, customer service, and technical information.</li> </ol>	s; such as-work practices,					
<ol> <li>WORK RESULTS – Met established objectives/expectations/standards of quality, quand timeliness both individually and in a team.</li> </ol>	antity, customer service,					
<ol> <li>WORK HABITS – Practiced efficient methods of operation, customer service, proper behavior, planning and organization of work, proper care and maintenance of assig economical use of supplies.</li> </ol>						
4. <u>INTERPERSONAL RELATIONS</u> - Developed and maintained positive and constructive relationships. Recognized needs and sensitivities, diversity, inclusiveness, collabora others in a fair and equitable manner. Demonstrated effectiveness as a team player receive constructive criticism, accept supervision, and resolve conflicts.	tion of others, and treated					
<ol> <li>DEPENDABILITY- Degree to which employee can be relied upon to work steadily and punctuality.</li> </ol>	d effectively; attendance,					
<ol> <li>COMMUNICATION Exchanged information with others in an effective, timely, clear organized manner; includes listening, speaking, &amp; writing.</li> </ol>	r, concise, logical, and					
7. SAFETY & SECURITYApplication of accident prevention techniques and unit's safet	у.					
8. INITIATIVE- (If applicable) the extent to which the employee is self-directed, resource performing job duties individually or in a team. Also measured are the employee's senhance skills and knowledge to stay current with changes impacting the job.						
9. MANAGEMENT OF PERSONNEL & RESOURCES (Required for all supervisors) Effective program/projects, employees, budget, technology, and organizational change to pre Engages in performance management, teamwork, staff development, and recogniti Promotes customer service, effective communication, and positive employee relative fulfills administrative requirements.	oduce positive results. on of accomplishments.					
OVERALL GOAL ACHIEVEMENT (From Current Goals Sheet)						
OVERALL RATING						
SPECIAL PERFORMANCE FACTORS- List below. Define and rate employee on any appro	opriate factors not listed abo	ve.				
COMMENTS - (Continue additional comments on a separate Word document)						
EFINITIONS OF RATINGS	OVERALL EVALUATION					
NSATISFACTORY – Employee's performance with respect to the factor under consideration below acceptable standards.						
below acceptable standards.	EMPLOYEE'S SIGNATURE			an basad kari kanal di sama ini kari an	Date	
ATISFACTORY – Employee's performance with respect to the factor under consideration						
casionally exceeds acceptable standards.	EVALUATOR'S SIGNATURE/T	TITLE (Employ	vee's immedia	te supervisor)	Date	
UTSTANDING – Employee's performance with respect to the factor under consideration						
ensistently exceeds acceptable standards.	REVIEW ING OFCR'S SIGNATI	URE/TITLE (E	valuator's imn	nediate supervis	or) Date	
	I would like to discuss this re	eport with th	e reviewing of	fficer:	YES	
	As requested, reviewing offi				115	
	REVIEWING OFCR'S SIGNATI	URE/TITLE (E	valuator's imn	nediate supervis	or) Date	



EMPLOYEE:	-1
POSITION:	(Supervisor)

Evaluation Period: \_\_\_\_\_ Type of Evaluation: 🗌 Regular 🔲 Probationary 🗌 Interim

GENERAL PERFORMANCE FACTORS- All employees should be evaluated on the first seven factors.

	UNSATISFACTORY (1)	SATISFACTORY (2)	OUTSTANDING (	3)		
GENERAL PERFORMAN	CE FACTORS – All employees sho	ould be evaluated on the first seven factors.	1	2	3	Comments
	ILLS - Demonstrated relevant job resources, laws, customer service	knowledge and essential skills; such as- work practices, e, and technical information.				
	t established objectives/expectat ndividually and in a team.	tions/standards of quality, quantity, customer service,				
	nd organization of work, proper c	tion, customer service, proper conduct, speech, ethical care and maintenance of assigned equipment, and				
relationships. Recogr others in a fair and e	nized needs and sensitivities, dive	ned positive and constructive internal/external ersity, inclusiveness, collaboration of others, and treated effectiveness as a team player & ability to give and I resolve conflicts.				
5. <u>DEPENDABILITY</u> - Deg punctuality.	ree to which employee can be re	lied upon to work steadily and effectively; attendance,				
	Exchanged information with othe includes listening, speaking, & writ	ers in an effective, timely, clear, concise, logical, and ting.				
7. SAFETY & SECURITY-	Application of accident prevention	on techniques and unit's safety.				

DEFINITIONS OF RATINGS	OVERALL EVALUATION	
UNSATISFACTORY – Employee's performance with respect to the factor under consideration is below acceptable standards.		
	EMPLOYEE'S SIGNATURE	Date
SATISFACTORY – Employee's performance with respect to the factor under consideration occasionally exceeds acceptable standards.		
<ul> <li>a d Percentation of a second service and a second seco</li></ul>	EVALUAT OR'S SIGNAT URE/TITLE (Employee's immediate supervisor)	Date
OUTSTANDING – Employee's performance with respect to the factor under consideration consistently exceeds acceptable standards.		
consistency exceeds acceptable standards.	REVIEW ING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor)	Date
	I would like to discuss this report with the reviewing officer:	D NO
	As requested, reviewing officer discussed report.	
	REVIEWING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor)	Date

Each factor rated OUTSTANDING or UNSATISFACTORY should be documented in the comments section



	EMPLOYEE:					
	POSITION:	(Supervisor)				
	Evaluation Period:	Type of Evaluation:	Regular	Probatic	onary 🗌 Interim	
	GENERAL PERFORMANCE FACTORS- All employe	es should be evaluated on th	he first sever	factors.		
		CTORY (2)			OUTSTANDING (3)	
	GENERAL PERFORMANCE FACTORS – All employees should be evaluated on the first s 1. JOB KNOWLEDGE/SKILLS - Demonstrated relevant job knowledge and essential skills		1 2	3	Comments	
	<ol> <li>JOB KNOWLEDGE/SKILLS - Demonstrated relevant job knowledge and essential skills policies, procedures, resources, laws, customer service, and technical information.</li> </ol>	s; such as- work practices,				
	<ol> <li><u>WORK RESULTS</u> – Met established objectives/expectations/standards of quality, qua and timeliness both individually and in a team.</li> </ol>	intity, customer service,				
	<ol> <li><u>WORK HABITS</u> – Practiced efficient methods of operation, customer service, proper behavior, planning and organization of work, proper care and maintenance of assign economical use of supplies.</li> </ol>					
	4. <u>INTERPERSONAL RELATIONS</u> - Developed and maintained positive and constructive relationships. Recognized needs and sensitivities, diversity, inclusiveness, collaborat others in a fair and equitable manner. Demonstrated effectiveness as a team player receive constructive criticism, accept supervision, and resolve conflicts.	ion of others, and treated				
performing job duties individually	nt to which the employee is self-directed, resource or in a team. Also measured are the employee's se ay current with changes impacting the job.					
program/projects, employees, but Engages in performance managem	<u>RESOURCES</u> (Required for all supervisors) Effective lget, technology, and organizational change to pro- lent, teamwork, staff development, and recognition ive communication, and positive employee relations.	oduce positive result on of accomplishme	ents.			
	OVERALL RATING					
	SPECIAL PERFORMANCE FACTORS- List below. Define and rate employee on any appro	priate factors not listed above.		- <b>I</b>		
	COMMENTS - (Continue additional comments on a separate Word document)					
	DEFINITIONS OF RATINGS UNSATISFACTORY – Employee's performance with respect to the factor under consideration	OVERALL EVALUATION				
	is below acceptable standards.	EMPLOYEE'S SIGNATURE		we want out some the faces of some in some	Date	
	SATISFACTORY – Employee's performance with respect to the factor under consideration					
	occasionally exceeds acceptable standards.	EVALUATOR'S SIGNATURE/TITLE (E	Employee's imm	ediate supervisor)	) Date	
	OUTSTANDING – Employee's performance with respect to the factor under consideration consistently exceeds acceptable standards.					
	annusterity ended a deepuure stutteri uz	REVIEWING OFCR'S SIGNATURE/TI				
		I would like to discuss this report w		ng officer:	YES NO	
		As requested, reviewing officer dis	cussed report.			
		REVIEWING OFCR'S SIGNATURE/TI	TLE (Evaluator's	immediate superv	visor) Date	

Each factor rated OUTSTANDING or UNSATISFACTORY should be documented in the comments section 2015-2016 active performance appraisal form doc



EMPLOYEE:		
POSITION:	(Supervisor)	

Evaluation Period: Type of Evaluation: 🗌 Regular 🗌 Probationary 🗌 Interim

#### GENERAL PERFORMANCE FACTORS- All employees should be evaluated on the first seven factors.

GENERAL PERFORMANCE FACTORS – All employees should be e	valuated on the first seven factors.	1	2	3	Comments
<ol> <li>JOB KNOWLEDGE/SKILLS - Demonstrated relevant job knowled policies, procedures, resources, laws, customer service, and te</li> </ol>					
<ol> <li><u>WORK RESULTS</u> – Met established objectives/expectations/sta and timeliness both individually and in a team.</li> </ol>	ndards of quality, quantity, customer service,				
<ol> <li>WORK HABITS – Practiced efficient methods of operation, cust behavior, planning and organization of work, proper care and economical use of supplies.</li> </ol>					
<ol> <li>INTERPERSONAL RELATIONS - Developed and maintained posi relationships. Recognized needs and sensitivities, diversity, in others in a fair and equitable manner. Demonstrated effective receive constructive criticism, accept supervision, and resolve</li> </ol>	lusiveness, collaboration of others, and treated ness as a team player & ability to give and				
<ol> <li><u>DEPENDABILITY</u>- Degree to which employee can be relied upor punctuality.</li> </ol>	n to work steadily and effectively; attendance,				
<ol> <li><u>COMMUNICATION</u> Exchanged information with others in an organized manner; includes listening, speaking, &amp; writing.</li> </ol>	ffective, timely, clear, concise, logical, and				
7. SAFETY & SECURITYApplication of accident prevention techn	iques and unit's safety.				
<ol> <li>INITIATIVE - (If applicable) the extent to which the employee is performing job duties individually or in a team. Also measured enhance skills and knowledge to stay current with changes im</li> </ol>	are the employee's self-improvement efforts to				
MANAGEMENT OF PERSONNEL & RESOURCES (Required for a program/projects, employees, budget, technology, and organi Engages in performance management, teamwork, staff develo Promotes customer service, effective communication, and pos	zational change to produce positive results. pment, and recognition of accomplishments.				

#### OVERALL GOAL ACHIEVEMENT (From Current Goals Sheet)

SPECIAL PERFORMANCE FACTORS- List below. Define and rate employee on any appropriate factors not listed above.

#### COMMENTS - (Continue additional comments on a separate Word document)

EMPLOYEE'S SIGNATURE	Data
EMPLOYEE'S SIGNATURE	Data
	Date
EVALUATOR'S SIGNATURE/TITLE (Employee's immediate supervisor)	Date
REVIEW ING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor)	Date
I would like to discuss this report with the reviewing officer:	
As requested, reviewing officer discussed report.	
R	EVIEWING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor) would like to discuss this report with the reviewing officer:

REVIEWING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor) Date

Each factor rated OUTSTANDING or UNSATISFACTORY should be documented in the comments section



EMPLOYEE:		
POSITION:	(Supervisor)	

Evaluation Period: \_\_\_\_\_ Probationary 🔲 Interim

#### GENERAL PERFORMANCE FACTORS- All employees should be evaluated on the first seven factors.

es should be evaluated on the first seven factors.	1	2	3	Comments
nt job knowledge and essential skills; such as- work practices, service, and technical information.	-	-		continents
pectations/standards of quality, quantity, customer service,				
peration, customer service, proper conduct, speech, ethical per care and maintenance of assigned equipment, and				
aintained positive and constructive internal/external , diversity, inclusiveness, collaboration of others, and treated ated effectiveness as a team player & ability to give and , and resolve conflicts.				
be relied upon to work steadily and effectively; attendance,				
others in an effective, timely, clear, concise, logical, and & writing.				
vention techniques and unit's safety.				
e employee is self-directed, resourceful, and creative in Also measured are the employee's self-improvement efforts to th changes impacting the job.				
Required for all supervisors) Effectively manages gy, and organizational change to produce positive results. k, staff development, and recognition of accomplishments. ation, and positive employee relations. Uses innovation and				
is Sheet)			6	
	ervice, and technical information. bectations/standards of quality, quantity, customer service, peration, customer service, proper conduct, speech, ethical per care and maintenance of assigned equipment, and aintained positive and constructive internal/external , diversity, inclusiveness, collaboration of others, and treated ated effectiveness as a team player & ability to give and at resolve conflicts. be relied upon to work steadily and effectively; attendance, others in an effective, timely, clear, concise, logical, and & writing. wention techniques and unit's safety. e employee is self-directed, resourceful, and creative in uso measured are the employee's self-improvement efforts to h changes impacting the job. sequired for all supervisors) Effectively manages gy, and organizational change to produce positive results. k, staff development, and recognition of accomplishments. ation, and positive employee relations. Uses innovation and	nt job knowledge and essential skills; such as-work practices, service, and technical information.	nt job knowledge and essential skills; such as-work practices,          service, and technical information.          pectations/standards of quality, quantity, customer service,          peration, customer service, proper conduct, speech, ethical          per care and maintenance of assigned equipment, and          aintained positive and constructive internal/external          , diversity, inclusiveness, collboartain of others, and treated          ated effectiveness as a team player & ability to give and          , and resolve conflicts.          be relied upon to work steadily and effectively; attendance,          others in an effective, timely, clear, concise, logical, and          & writing.           vention techniques and unit's safety.           e employee is self-directed, resourceful, and creative in techniques are the employee's self-improvement efforts to th changes impacting the job.          tequired for all supervisons) Effectively manages           gy, and organizational change to produce positive results.           k, staff development, and recognition of accomplishments.           atter of and positive employee relations. Uses innovation and and positive employeerelations. <td>nt job knowledge and essential skills; such as-work practices, service, and technical information. sectations/standards of quality, quantity, customer service, peration, customer service, proper conduct, speech, ethical pper care and maintenance of assigned equipment, and aintained positive and constructive internal/external diversity, inclusiveness, collaboration of others, and treated ated effectiveness as a team player &amp; ability to give and a, and resolve conflicts. be relied upon to work steadily and effectively; attendance, rothers in an effective, timely, clear, concise, logical, and &amp; writing. vention techniques and unit's safety. e employee is self-directed, resourceful, and creative in uso measured are the employee's self-improvement efforts to h changes impacting the job. Required for all supervisors) Effectively manages gy, and organizational change to produce positive results. k, staff development, and recognition of accomplishments. ation, and positive employee relations. Uses innovation and</td>	nt job knowledge and essential skills; such as-work practices, service, and technical information. sectations/standards of quality, quantity, customer service, peration, customer service, proper conduct, speech, ethical pper care and maintenance of assigned equipment, and aintained positive and constructive internal/external diversity, inclusiveness, collaboration of others, and treated ated effectiveness as a team player & ability to give and a, and resolve conflicts. be relied upon to work steadily and effectively; attendance, rothers in an effective, timely, clear, concise, logical, and & writing. vention techniques and unit's safety. e employee is self-directed, resourceful, and creative in uso measured are the employee's self-improvement efforts to h changes impacting the job. Required for all supervisors) Effectively manages gy, and organizational change to produce positive results. k, staff development, and recognition of accomplishments. ation, and positive employee relations. Uses innovation and

SPECIAL PERFORMANCE FACTORS- List below. Define and rate employee on any appropriate factors not listed above.

DEFINITIONS OF RATINGS	OVERALL EVALUATION	
JNSATISFACTORY – Employee's performance with respect to the factor under consideration s below acceptable standards.		
	EMPLOYEE'S SIGNATURE	Date
SATISFACTORY – Employee's performance with respect to the factor under consideration occasionally exceeds acceptable standards.		
	EVALUATOR'S SIGNATURE/TITLE (Employee's immediate supervisor)	Date
DUTSTANDING – Employee's performance with respect to the factor under consideration consistently exceeds acceptable standards.		
unastenuy exceeus acceptable statuarus.	REVIEW ING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor)	Date
	I would like to discuss this report with the reviewing officer:	
	As requested, reviewing officer discussed report.	
	REVIEWING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor)	Date

Each factor rated OUTSTANDING or UNSATISFACTORY should be documented in the comments section



EMPLOYEE:		
POSITION:	(Supervisor)	

Evaluation Period: \_\_\_\_\_ Type of Evaluation: 🗌 Regular 🔲 Probationary 🗌 Interim

#### GENERAL PERFORMANCE FACTORS- All employees should be evaluated on the first seven factors.

GENERAL PERFORMANCE FACTORS – All emplo	ees should be evaluated on the first seven factors.	1	2	3	Comn	nents	
<ol> <li>JOB KNOWLEDGE/SKILLS - Demonstrated rele policies, procedures, resources, laws, custom</li> </ol>	vant job knowledge and essential skills; such as- work practices, er service, and technical information.						
<ol> <li>WORK RESULTS – Met established objectives, and timeliness both individually and in a team</li> </ol>	expectations/standards of quality, quantity, customer service,						
	f operation, customer service, proper conduct, speech, ethical oroper care and maintenance of assigned equipment, and						
relationships. Recognized needs and sensitivi	maintained positive and constructive internal/external ies, diversity, inclusiveness, collaboration of others, and treated strated effectiveness as a team player & ability to give and ion, and resolve conflicts.						
<ol> <li><u>DEPENDABILITY</u>- Degree to which employee or punctuality.</li> </ol>	an be relied upon to work steadily and effectively; attendance,						
<ol> <li><u>COMMUNICATION</u> Exchanged information w organized manner; <i>includes listening, speakin</i></li> </ol>	ith others in an effective, timely, clear, concise, logical, and 7, & writing.						
7. SAFETY & SECURITY Application of accident	revention techniques and unit's safety.						
	the employee is self-directed, resourceful, and creative in h. Also measured are the employee's self-improvement efforts to with changes impacting the job.						
program/projects, employees, budget, techni Engages in performance management, team	(Required for all supervisors) Effectively manages logy, and organizational change to produce positive results. ork, staff development, and recognition of accomplishments. nication, and positive employee relations. Uses innovation and						
SPECIAL PERFORMANCE FACTORS- List below. E	efine and rate employee on any appropriate factors not listed above	e.		1			
COMMENTS - (Continue additional comments of	n a separate Word document)						

	RALL	DATI	MG
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DEFINITIONS OF RATINGS	OVERALL EVALUATION	
UNSATISFACTORY – Employee's performance with respect to the factor under consideration is below acceptable standards.		
	EMPLOYEE'S SIGNATURE	Date
SATISFACTORY – Employee's performance with respect to the factor under consideration occasionally exceeds acceptable standards.		
	EVALUAT OR'S SIGNATURE/TITLE (Employee's immediate supervisor)	Date
OUTSTANDING – Employee's performance with respect to the factor under consideration		
consistently exceeds acceptable standards.	REVIEWING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor)	Date
	I would like to discuss this report with the reviewing officer:	
	As requested, reviewing officer discussed report.	

REVIEWING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor) Date

Each factor rated OUTSTANDING or UNSATISFACTORY should be documented in the comments section



EMPLOYEE:		
POSITION:	(Supervisor)	

Evaluation Period: Type of Evaluation: 🗌 Regular 🗌 Probationary 🗌 Interim

#### GENERAL PERFORMANCE FACTORS- All employees should be evaluated on the first seven factors.

	UNSATISFACTORY (1) SATISFA	CTORY (2)				OUTSTANDING (
	GENERAL PERFORMANCE FACTORS – All employees should be evaluated on the first	1	2	3	Comments	
	1. JOB KNOWLEDGE/SKILLS - Demonstrated relevant job knowledge and essential skil policies, procedures, resources, laws, customer service, and technical information.	s; such as- work practices,				
	<ol> <li><u>WORK RESULTS</u> – Met established objectives/expectations/standards of quality, qu and timeliness both individually and in a team.</li> </ol>	antity, customer service,				
	<ol> <li>WORK HABITS – Practiced efficient methods of operation, customer service, proper behavior, planning and organization of work, proper care and maintenance of assig economical use of supplies.</li> </ol>					
	4. <u>INTERPERSONAL RELATIONS</u> - Developed and maintained positive and constructive relationships. Recognized needs and sensitivities, diversity, inclusiveness, collabora others in a fair and equitable manner. Demonstrated effectiveness as a team playe receive constructive criticism, accept supervision, and resolve conflicts.	tion of others, and treated				
	5. <u>DEPENDABILITY</u> - Degree to which employee can be relied upon to work steadily and punctuality.	l effectively; attendance,				
	<ol> <li><u>COMMUNICATION</u> Exchanged information with others in an effective, timely, clear organized manner; <i>includes listening, speaking, &amp; writing.</i></li> </ol>	r, concise, logical, and				
	7. SAFETY & SECURITY Application of accident prevention techniques and unit's safet	у.				
	<ol> <li>INITIATIVE - (if applicable) the extent to which the employee is self-directed, resour performing job duties individually or in a team. Also measured are the employee's: enhance skills and knowledge to stay current with changes impacting the job.</li> </ol>					
	9. MANAGEMENT OF PERSONNEL & RESOURCES (Required for all supervisors) Effectif program/projects, employees, budget, technology, and organizational change to pr Engages in performance management, teamwork, staff development, and recognit Promotes customer service, effective communication, and positive employee relati fulfills administrative requirements.	oduce positive results. on of accomplishments.				
	OVERALL GOAL ACHIEVEMENT (From Current Goals Sheet)					
DEFINITIONS OF RATINGS		riate factors not listed abov	re.			
UNSATISFACTORY – Employee's perform is below acceptable standards.	nance with respect to the factor under consideration					
		OVERALL EVALUATION				
SATISFACTORY – Employee's performance with respect to the factor under consideration occasionally exceeds acceptable standards.		EMPLOYEE'S SIGNATURE Date				
		EVALUATOR'S SIGNATURE/T	ITLE (Employ	vee's immedia	ate supervisor)	Date
OUTSTANDING – Employee's performance with respect to the factor under consideration consistently exceeds acceptable standards.		REVIEWING OFCR'S SIGNATU I would like to discuss this re As requested, reviewing offic	port with th	e reviewing o		visor) Date
		and the steel of the state of t	useussee			

REVIEW ING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor) Date

Each factor rated OUTSTANDING or UNSATISFACTORY should be documented in the comments section



EMPLOYEE:		
POSITION:	(Supervisor)	

Evaluation Period: \_\_\_\_\_ Probationary 🗌 Interim

#### GENERAL PERFORMANCE FACTORS- All employees should be evaluated on the first seven factors.

UNSATISFACTORY (1) SAT	ISFACTORY (2)				OUTSTANDING (3)	i.			
GENERAL PERFORMANCE FACTORS - All employees should be evaluated on the	irst seven factors.	1	2	3	Comments	]			
1. <u>JOB KNOWLEDGE/SKILLS</u> - Demonstrated relevant job knowledge and essential policies, procedures, resources, laws, customer service, and technical informati									
<ol> <li><u>WORK RESULTS</u> – Met established objectives/expectations/standards of quality and timeliness both individually and in a team.</li> </ol>	, quantity, customer service,								
<ol> <li>WORK HABITS - Practiced efficient methods of operation, customer service, probehavior, planning and organization of work, proper care and maintenance of a economical use of supplies.</li> </ol>									
4. <u>INTERPERSONAL RELATIONS</u> - Developed and maintained positive and construurelationships. Recognized needs and sensitivities, diversity, inclusiveness, collaboration others in a fair and equitable manner. Demonstrated effectiveness as a team pircevice constructive criticism, accept supervision, and resolve conflicts.	oration of others, and treated								
<ol> <li><u>DEPENDABILITY</u>- Degree to which employee can be relied upon to work steading punctuality.</li> </ol>	and effectively; attendance,								
<ol> <li><u>COMMUNICATION</u> Exchanged information with others in an effective, timely, organized manner; <i>includes listening, speaking, &amp; writing.</i></li> </ol>	clear, concise, logical, and								
7. SAFETY & SECURITY Application of accident prevention techniques and unit's s	afety.								
<ol> <li>INITIATIVE - (if applicable) the extent to which the employee is self-directed, respectively and the individually or in a team. Also measured are the employee enhance skills and knowledge to stay current with changes impacting the job.</li> </ol>									
program/projects, employees, budget, technology, and organizational change Engages in performance management, teamwork, staff development, and reco Promotes customer service, effective communication, and positive employee r fulfills administrative requirements.	OVERALL EVALU	IOITAL	N						
OVERALL GOAL ACHIEVEMENT (From Current Goals Sheet)									
OVERALL RATING	EMPLOYEE'S SIG	SNATU	RE					Date	
SPECIAL PERFORMANCE FACTORS- List below. Define and rate employee on any a									
COMMENTS – (Continue additional comments on a separate Word document)	EVALUATOR'S S	IGNAT	URE/TIT	TLE (Emp	ployee's imme	diate supervi	isor)	Date	
DEFINITIONS OF RATINGS									
JNSATISFACTORY – Employee's performance with respect to the factor under considerat s below acceptable standards.									
SATISFACTORY – Employee's performance with respect to the factor under consideration accasionally exceeds acceptable standards.	REVIEWING OF	R'S SIG	GNATU	RE/TITLE	E (Evaluator's i	immediate su	ipervisor)	Date	
DUTSTANDING – Employee's performance with respect to the factor under consideratior consistently exceeds acceptable standards.	l would like to d	iscuss	this rep	ort with	n the reviewin	g officer:	YES		
	As requested, re	eviewir	ng office	er discu:	sed report.				
	REVIEWING OF	R'S SIG	GNATU	RE/TITLE	E (Evaluator's	immediate su	ipervisor)	Date	
Each factor rated OUTSTANDING or UNSATISF 1015-2016 active performance appraisal form.doc									



EMPLOYEE:		
POSITION:	(Supervisor)	

Evaluation Period: \_\_\_\_\_ Type of Evaluation: Regular Probationary Interim

#### GENERAL PERFORMANCE FACTORS- All employees should be evaluated on the first seven factors.

GENERAL PERFORMANCE FACTORS – All employees should be evaluated on the first	seven factors.	1	2	3	Comments
<ol> <li>JOB KNOWLEDGE/SKILLS - Demonstrated relevant job knowledge and essential skill policies, procedures, resources, laws, customer service, and technical information.</li> </ol>		_	-		
2. <u>WORK RESULTS</u> – Met established objectives/expectations/standards of quality, quantity, customer service, and timeliness both individually and in a team.					
<ol> <li>WORK HABITS – Practiced efficient methods of operation, customer service, proper behavior, planning and organization of work, proper care and maintenance of assign economical use of supplies.</li> </ol>					
4. <u>INTERPERSONAL RELATIONS</u> - Developed and maintained positive and constructive relationships. Recognized needs and sensitivities, diversity, inclusiveness, collaborat others in a fair and equitable manner. Demonstrated effectiveness as a team player receive constructive criticism, accept supervision, and resolve conflicts.	ion of others, and treated				
<ol> <li><u>DEPENDABILITY</u>- Degree to which employee can be relied upon to work steadily and punctuality.</li> </ol>	effectively; attendance,				
<ol> <li><u>COMMUNICATION</u> Exchanged information with others in an effective, timely, clear organized manner; <i>includes listening, speaking, &amp; writing.</i></li> </ol>	, concise, logical, and				
7. SAFETY & SECURITYApplication of accident prevention techniques and unit's safety	1.				
<ol> <li>INITIATIVE: (If applicable) the extent to which the employee is self-directed, resource performing job duties individually or in a team. Also measured are the employee's senhance skills and knowledge to stay current with changes impacting the job.</li> </ol>					
9. MANAGEMENT OF PERSONNEL & RESOURCES (Required for all supervisors) Effectiv program/projects, employees, budget, technology, and organizational change to prr Engages in performance management, teamwork, staff development, and recogniti Promotes customer service, effective communication, and positive employee relatio fulfills administrative requirements.	oduce positive results. on of accomplishments.				
OVERALL GOAL ACHIEVEMENT (From Current Goals Sheet)					
OVERALL RATING					
SPECIAL PERFORMANCE FACTORS- List below. Define and rate employee on any appro	priate factors not listed abov	e.			
COMMENTS – (Continue additional comments on a separate Word document)					
DEFINITIONS OF RATINGS OVERALL EVALUATION					
NSATISFACTORY – Employee's performance with respect to the factor under consideration below acceptable standards.	EMPLOYEE'S SIGNATURE				
ATISFACTORY – Employee's performance with respect to the factor under consideration ccasionally exceeds acceptable standards.		T1 F (F 1			Date
UTSTANDING – Employee's performance with respect to the factor under consideration	EVALUATOR'S SIGNATURE/TITLE (Employee's immediate supervisor) Da				
onsistently exceeds acceptable standards.	REVIEWING OFCR'S SIGNATURE/TITLE (Evaluator's immediate supervisor)				) Date
	I would like to discuss this report with the reviewing officer:				

Each factor rated OUTSTANDING or UNSATISFACTORY should be documented in the comments section

# WEIGHING FACTORS



# PERFORMANCE IMPROVEMENT PLANS



# Questions

