
APPENDIX B SUPERVISORY EMPLOYEE PERFORMANCE EVALUATION

This evaluation is conducted in keeping with ARTICLE 11, PERFORMANCE EVALUATION PROCEDURE

PURPOSE

The performance evaluation process gives the Unit member and his or her supervisor an opportunity to formally review the Unit member's job performance. It is designed to assess accomplishments, communicate standards and expectations, and to set goals for future performance. Evaluations shall be performed at least every year.

PERFORMANCE RATINGS**Exceeds Expectations**

Performance shows consistent and important contributions, which exceed normal expectations. Performance achievements are distinctive and unique and are beyond the principal objectives of the position.

Meets Expectations (Satisfactory)

Performance shows attainment of the principal objectives of the position. Performance is consistent with reasonable expectations of a well-trained, competent person in this position classification.

Needs to Improve

Performance shows deficiencies, which seriously interfere with the attainment of the principal objectives of the position. Improved performance on this factor is needed which requires a serious concentrated effort on the part of the employee to reach a satisfactory level.

Fails to Meet Expectations

Performance is clearly deficient and previous remedies and strategies for improvement have not been successful. Major improvements need to be demonstrated by the employee immediately. Follow up evaluation and ongoing monitoring of progress is required.

Name of Evaluatee: _____ **Location:** _____

Job Title: _____ **Evaluation Period:** _____
From To

Job Duty Statement Review (Attach)

The duties remain the same and no changes were made

The duties were changed and are reflected in the revised document.

Statement of goals and objectives

The employee and supervisor should agree on the goals and objectives for the evaluation period which should be measurable and verifiable, realistic, and directly related to the Unit member's job.

a. Prior year

1. State goals and objectives and other significant accomplishments achieved during this evaluation period.
2. State goals and objectives, which were not accomplished during this evaluation period, include reasons or causes, which prevented the accomplishment of each goal and objective.

b. Next evaluation cycle

1. State goals and objectives to be achieved during the next evaluation cycle.
2. State method to be used and resources required to accomplish these goals.

Job knowledge

Assessment of understanding of job requirements, knowledge needed to perform job duties, fulfillment of position responsibilities, and identification of areas for future professional development. Consider depth, breadth, application, and acquisition of knowledge. Ability to achieve desired, timely results, and organizing, directing, and coordinating work activities for the attainment of goals and objectives.

Performance Level

- Exceeds Expectations
- Meets Expectations (Satisfactory)
- Needs to Improve
- Unsatisfactory

Brief summary of Accomplishments:

Suggestions for Improvements:

Effectiveness

Assessment of effectiveness as a team member and colleague. Consider interactions with superiors, peers, and other organizational unit and willingness to assist and guide others. Consider the ability to obtain the support and respect of others, to work under stressful conditions, and to be depended upon to meet commitments and work standards while maintaining interest and enthusiasm for the job.

Performance Level

- Exceeds Expectations
- Meets Expectations (Satisfactory)
- Needs to Improve
- Unsatisfactory

Brief summary of Accomplishments:

Suggestions for Improvements:

Problem Solving/Judgment

Assessment of ability to solve problems and demonstrate good judgment. Consider the ability to identify causes of problems, to recognize critical elements of problems, and to solve many different problems concurrently. Consider the qualities necessary to accurately assess and appraise the character and abilities of people, consequences of actions and decisions, and the relevant importance of facts and data.

Performance Level

- Exceeds Expectations
- Meets Expectations (Satisfactory)
- Needs to Improve
- Unsatisfactory

Brief summary of Accomplishments:

Suggestions for Improvements:

Change/Creativity/Innovation

Assessment of ability to adapt to change, show creativity and develop innovative approaches. Consider applications of innovative concepts and ideas for creative improvements in operations, methods, procedures and programs. Consider adaptability to rapid changes, new situations and changing priorities.

Performance Level

- Exceeds Expectations
- Meets Expectations (Satisfactory)
- Needs to Improve
- Unsatisfactory

Brief summary of Accomplishments:

Suggestions for Improvements:

Initiative/Leadership

Assessment of ability to initiate, make and carry out decisions and demonstrate leadership. Consider the ability to take prompt, decisive action and the willingness to accept responsibility for decisions. Consider the establishment of performance standards for the work unit and the training, developing, evaluating, assessing, counseling, and guiding of subordinates.

Performance Level

- Exceeds Expectations
- Meets Expectations (Satisfactory)
- Needs to Improve
- Unsatisfactory

Brief summary of Accomplishments:

Suggestions for Improvements:

Communication/Consensus Building

Assessment of ability to communicate and build consensus. Consider the ability to organize and effectively present information orally and in writing. Consider ability to use interest based problem solving methods to develop consensus.

Performance Level

- Exceeds Expectations
- Meets Expectations (Satisfactory)
- Needs to Improve
- Unsatisfactory

Brief summary of Accomplishments

Suggestions for Improvements

Overall assessment of professional skill and ability, including:

- Leadership skills
- Communication skills
- Supervisory skills
- Professional knowledge and expertise

Overall Performance Level

- Exceeds Expectations
- Meets Expectations (Satisfactory)
- Needs to Improve
- Unsatisfactory

Overall statement of expectations for performance and statement of how the employee will meet that standard.

This appraisal has been reviewed by me and discussed with my supervisor:

Employee Signature: _____ Date: _____

Prepared by: _____ Title: _____
Supervisor

Reviewed by: _____ Title: Vice President

Reviewed by: _____ Title: President

An employee may attach a statement to this form if the acknowledgment does not represent agreement by the employee.