

INDICATORS ONE THROUGH FOURTEEN MUST BE COMPLETED FOR ALL EVALUATIONS

4. Planning, Organization and Follow Through

Rating:

Demonstrates good judgment in planning, organizing, and completing work and makes sound decisions.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Actively works with others to accomplish common tasks and reach goals.	Plans, organizes and completes work.	Meets the requirements of the job.	Insufficiently plans, is disorganized and completion of work is inconsistent.	Fails to plan, to organize and to complete work as required.

Remarks

5. Judgment, Decision Making and Dependability

Rating:

Ability to make sound decisions. Recognizes unusual circumstances and responds appropriately. Works well without close supervision. Follows directions.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Takes initiative to				

Remarks

Rating:

Remarks

10. Interpersonal / Communication Skills				Rating: <input style="width: 50px; height: 20px;" type="text"/>
The ability to listen, hear and respond in a sensitive, meaningful way that enhances mutual respect with others as the employee carries out his/her responsibilities.				
5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Promotes and builds excellent relationships with others.	Listens and responds effectively. Demonstrates respect for coworkers and others.	Meets the requirements of the job.	Lack of effective communication skills negatively impacts job performance.	Insensitive communication skills that cause conflict.
Remarks				

11. Workplace Diversity				Rating: <input style="width: 50px; height: 20px;" type="text"/>
Demonstrates an understanding of the challenges and opportunities that diversity brings to the workplace.				
5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Exhibits effort to develop relationships among diverse groups of workers and students.	Demonstrates support for the diversity of co-workers and students; seeks to understand differences and respects differences in the workplace.	Meets the requirements of the job.	Expects others to act and think the way he/she does; little effort to accommodate differences; impatient with those who are different.	Intolerant of those who are different; refuses to acknowledge or accommodate differences.
Remarks				

12. Initiative				Rating: <input style="width: 50px; height: 20px;" type="text"/>
Learns and applies new ideas, procedures and techniques. Uses initiative and creativity as necessary in providing service and ask for clarification when task are not understood.				
5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Initiates and applies new ideas, procedures and techniques.	Initiates solid performance, periodically responsible for generating new ideas and techniques.	Meets the requirements of the job.	Not sufficient adaption or open to new ideas procedures and techniques.	Resist new ideas and not open to trying new techniques.
Remarks				

THE FOLLOWING AREAS ARE OPTIONAL OR RELATED TO SUPERVISORS/MANAGER

15. Leadership / Supervision

Rating:

Effectively assigns and delegates work in a manner that promotes productive and quality work; motivates others to realize their potential; oversees systems/operations effectively.

Not Applicable:

A. Reporting Supervisor / Manager

Name, Work Address	Job Code Number and Title	Date of Report
		Signature

B. Employee's Statement

<input type="checkbox"/> I agree with this report <input type="checkbox"/> I do not agree with this report: Sect _____ No _____ <input type="checkbox"/> I have Attached a rebuttal <input type="checkbox"/> I request a conference with the reviewer	Conference Date
	Signature certifies I have read the report <input type="checkbox"/>

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