

Confidential Employee Evaluation

Section II - Supervisor Evaluation

Name: _____

Title: _____

Supervisor: _____

Fiscal Time Period: _____

Directions: Rank employee's achievement based on definitions provided below
(A second page may be added if additional space is needed for comments)

Exceptional: Consistently exceeds standards – Shows initiative in setting priorities that strongly support organizational mission and goals. Competencies and abilities are clearly recognized by peers as well as managers. This year's contribution clearly moved the organization forward.

Highly Successful: Consistently met and often exceeds standards – Demonstrates in-depth knowledge of all criteria. This year's contribution is clearly identifiable.

Fully Successful: Consistently met standards in most or all performance areas – Demonstrates knowledge in most or all job criteria. No major errors of execution or strategy. Good solid performer.

Minimally Successful: Failed to meet standards in one or more performance areas – Overall performance fails to meet expectations. Demonstrates incompetence in some critical areas.

Unacceptable: Consistently deficient in meeting standards – Performance significantly below standards. Demonstrated incompetence in most critical areas.

1. Job Knowledge

Assess the depth and breadth of knowledge the incumbent has acquired and applied in the performance of his/her assignment. Consider how aggressively the incumbent seeks pertinent new information and shares his/her knowledge with others.

Exceptional Highly Successful Fully Successful Minimally Successful Unacceptable

2. Customer Satisfaction / Customer Service

Assess the incumbent's knowledge of customers' needs. Does he/she take a proactive stance in meeting and exceeding customer needs? Is he/she aware of customer needs and requirements?

Exceptional Highly Successful Fully Successful Minimally Successful Unacceptable

3. Communications

Assess the incumbent's proficiency in oral and/or written (correspondence, reports, or memos) communication with co-workers, customers, or management. Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods

Exceptional Highly Successful Fully Successful Minimally Successful Unacceptable

4. Accountability

Assess the incumbent's actions and behaviors that significantly contribute to both internal and external success. Creates a positive working environment. Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Meets attendance and punctuality guidelines

Exceptional Highly Successful Fully Successful Minimally Successful Unacceptable

5. Judgment

Assess the incumbent's willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions

Exceptional Highly Successful Fully Successful Minimally Successful Unacceptable

6. Affirmative Action

Assess the incumbent's ability to communicate and demonstrate commitment to affirmative action and equal employment opportunity to employees. Does he/she work effectively with people of diverse backgrounds and styles, deriving value from their differences?

Exceptional Highly Successful Fully Successful Minimally Successful Unacceptable

7. Supervisory Ability (if applicable)

Assess the incumbent's ability to help subordinates not only to achieve their responsibilities but also to improve performance. Defines responsibilities and expectations; Sets goals and objectives; Conducts or provides input to performance feedback; Motivates for increased results; Recognizes contributions; Encourages training and development

Exceptional Highly Successful Fully Successful Minimally Successful Unacceptable

Overall comments regarding employee's performance:

How would you rate the overall performance?

- Exceptional Highly Successful Fully Successful Minimally Successful Unacceptable

Employee's Signature

Date

Supervisor's Signature

Date