



## ***Performance Evaluation Form: Full Time Employee***

**Employee Name:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

### **Type Performance Review:**

☐ Annual Review

☐ Other \_\_\_\_\_

### **Review Period**

From: \_\_\_\_\_

To: \_\_\_\_\_

## **INTRODUCTION**

The performance review process is an important one. Its purpose is multi-faceted as it is designed to effectively:

- Evaluate the employee's performance over the previous performance period;
- Establish goals and objectives to be achieved over the upcoming performance year. These goals should align with and support the department's goals and priorities – and, ultimately, they should also support the achievement of the District's strategic goals and overall mission;
- Create a forum to encourage essential dialogue between the supervisor and employee;
- Prepare and encourage employee to be a high level performer by concentrating on developing his/her potential;
- Create a performance improvement plan for employee, if needed;
- Discuss and address any needs or concerns the employee may have.

### **Supervisor Instructions:**

- Distribute the "Performance Review – Employee Input" form to employee 7 to 10 days prior to the employee's actual review. The employee's input and participation is a key component to the performance review process and it also allows the employee to have input in the establishment of their goals/objectives for the upcoming year. Once this form has been completed by the employee and returned, carefully review the information provided prior to completing this form.
- Review the employee's job description and carefully consider the priorities and essential functions of the position. Afterwards, please identify and list the top five major position responsibilities on the first page of the "Performance Dimensions" section. The employee will be directly evaluated on each of these items. NOTE: The major position responsibilities should be the same for all individuals holding the same positions.
- Review the goals/objectives established at the employee's last review and consider the employee's progress toward attainment of those goals. Additionally, give consideration to appropriate goals and objectives for the upcoming performance period.
- Complete form. Any performance evaluation resulting in an overall rating of "Exceptional Performance" or "Unsatisfactory" must be justified to and approved by the Executive Director prior to the performance review meeting with employee.
- Attach "Performance Review – Employee Input" form to document.
- Meet with employee to review performance, collaboratively establish goals and objectives for the upcoming review period and discuss any issues or concerns the employees may have. Both the employee and the supervisor should sign the form. Supervisor should provide the employee with a copy of the completed evaluation form and the original evaluation form should be forwarded to Human Resources.

# Achievement of Previously Established Performance Goals/Objectives

Date Set: \_\_\_\_\_

Performance Period: \_\_\_\_\_

Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

GOALS		DATE COMPLETED	RESULTS & IMPACT OF ACHIEVEMENT ~ IN WHAT WAY DOES IT SUPPORT OVERALL GCRD MISSION & GOALS? ~
1			
2			
3			
4			
5			

*(attach additional sheet/s as needed)*

## PERFORMANCE DIMENSIONS

Under each performance dimension in this section is a set of characteristics which describe the performance area being evaluated. The description is not all inclusive nor does each bulleted descriptor necessarily apply to every position. This section is completed by the reviewing supervisor. The instructions for completion are outlined below.

Review the definitions of the overall performance ratings carefully prior to starting this section. Please indicate the level of performance or skills the employee demonstrates for each performance dimension by writing the appropriate rating abbreviation in each box. Narrative comments are strongly encouraged to document the rating for each performance dimension and are REQUIRED to justify any "EP," "NI," or "U" rating.

### **RATING DEFINITIONS:**

#### **EP – Exceptional Performance:**

Superior performance that consistently exceeds the requirements of the position. Work is characterized by accomplishments beyond the job expectations and requirements. To support this rating, specific examples must be documented in the comments section.

#### **EE – Exceeds Expectations:**

Performance expectations are consistently met and frequently surpassed.

#### **ME - Meets Expectations:**

Performance meets major job requirements, is consistently effective and competent and achieves the results expected. Does good work in achievement of goals and/or competencies.

#### **NI - Needs Improvement:**

Performance minimally meets job expectations. Note that an employee performing at this level may not have applied all of the knowledge and skills required to achieve a higher rating OR that the employee may not have yet sufficiently developed the knowledge and skill required to meet performance expectations. Specific improvements needed should be addressed in the comment section and included in employee's goals for improvement.

#### **U – Unsatisfactory Performance:**

Performance is below job requirements. Immediate improvement is required. Specific improvement requirements must be documented in the comment section and included in the employee's goals for improvement.

#### **N/A - Not applicable:**

Performance standard not applicable to employee's position.

		Performance Rating
<b>Performance of Major Position Responsibilities</b>		
1		
2		
3		
4		
5		
Evaluator Comments and Justification for Rating		

	<b>Performance Rating</b>
<b>Job Knowledge &amp; Work Quality</b>	
Demonstrates knowledge and understanding of job duties and appropriate work methods. • Applies knowledge and skills to produce quality work. • Is knowledgeable about current developments within his or her field. • Performs work thoroughly and on time with consistently low levels of errors. • Follows through on assignments despite changes or setbacks.	
<i>Evaluator Comments and Justification for Rating</i>	

	<b>Performance Rating</b>
<b>Initiative</b>	
Within the job responsibilities, anticipates what needs to be done and does it. • Adapts well to unforeseen changes in requirements. • Implements new, more efficient or effective ways of performing job. • Generates innovative ideas, approaches, and solutions. • Shares important information with supervisors, coworkers, staff, and other stakeholders regularly and consistently. • Accepts responsibility for own behavior. • Is assertive and self-confident, presents a positive outlook and is willing to devote the time and effort necessary to get the job done. • Is open to new and challenging assignments. • Continues to seek additional job knowledge and opportunities. • Works well independently or with others as necessary. • Maintains high personal and professional ethical standards. • Represents the District well.	
<i>Evaluator Comments and Justification for Rating</i>	

	<b>Performance Rating</b>
<b>Support for Organizational Goals</b>	
Demonstrates support for organizational goals and values. • Performs job duties in ways that support the District's commitment to add value to the quality of life in the communities in which we serve. • Understands that the inherent collaborative nature of our work environment plays a fundamental role in the District fulfilling its mission within our community. • Maintains a "big picture" perspective and commitment as it relates to organizational success and fulfillment of strategic goals and mission. • Works collaboratively with others and cheerfully provides expertise and assistance where needed. • Delivers the highest levels of customer service for both internal and external GCRD customers. • Observes applicable federal and state employment law, as well as internal GCRD employment policies. • Demonstrates commitment to sustaining an employment environment that is respectful for all. • Abides by all safety and health rules, regulations and procedures. • Keeps work area, equipment and tools clean and in good order. • Exercises caution and care toward safety of self and others. • Is a responsible environmental steward; considers and actively works to lessen the environmental impact of actions and decisions.	
<i>Evaluator Comments and Justification for Rating</i>	

	<b>Performance Rating</b>
<b>Decision Making/Judgment</b>	
Uses solid judgment and common sense in making decisions. • Knows when to take action and what type of action is appropriate. • Knows when to ask questions or get approval before proceeding with a task. • Uses good judgment and chooses the correct procedure in handling non-routine situations and exceptions. • Considers alternatives and consequences before making decisions.	
<i>Evaluator Comments and Justification for Rating</i>	

	<b>Performance Rating</b>
<b>Planning/Organizing</b>	
Organizes time efficiently and plans ahead for additional resources if needed. • Prioritizes tasks appropriately and is flexible in making adjustments and changes as needed. • Maximizes the use of available resources. • Is proactive, not reactive. • Maintains quality and ensures that product or service is delivered on time.	
<i>Evaluator Comments and Justification for Rating</i>	

	<b>Performance Rating</b>
<b>Interpersonal Skills</b>	
Displays a positive attitude. • Treats people with respect and dignity – and shows sensitivity to their needs and circumstances. • Demonstrates an ability to work effectively with patrons and staff. • Expresses ideas and information accurately and understandably in both verbal and written form. • Is cooperative in dealing with others and demonstrates strong teamwork abilities. • Treats others in a fair, consistent and impartial manner. • Remains calm under difficult and/or high- pressure situations. • Exhibits effective customer service skills. • Maintains an open and approachable manner. • Expresses appreciation for all points of view. • Expresses disagreement constructively and diplomatically. • Takes the initiative to resolve conflicts quickly and effectively. • Is honest and forthright. • Builds collaborative working relationships. • Respects contrasting and diverse points of view.	
<i>Evaluator Comments and Justification for Rating</i>	

	<b>Performance Rating</b>
<b>Attendance/Punctuality</b>	
Consistently arrives to work on time and prepared to fulfill job duties. • Is dependable; no excessive absenteeism. • Follows District policies and procedures regarding leave time requests. • Ensures work responsibilities are covered when absent, and resolves scheduling problems as needed. • Arrives promptly for meetings and appointments. • Properly observes break and meal periods.	
<i>Evaluator Comments and Justification for Rating</i>	

	<b>Performance Rating</b>
<b>Interaction with Supervisor</b>	
Accepts supervision with a positive and appropriate attitude. • Receives constructive criticism well. • Communicates effectively with supervisor and keeps supervisor appropriately advised of the status of projects and work assignments. • Executes direction and plans from supervisor.	
<i>Evaluator Comments and Justification for Rating</i>	

**Significant Employee Achievements or Accomplishments since last review.**

**Employee Strengths**

**Areas for Improvement:**

**Recommended Professional Development & Training Activities for Employee:**

**Employee Comments and/or Concerns Which Were Addressed during Review:**

**Overall Performance Rating:**

(choose one)

- ☐ Exceptional Performance *(wage increase percentages for all rating tiers are determined annually)*
- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement
- ☐ Unsatisfactory *(no wage increase)*

**SIGNATURES**

Employee Comments (You may make any additional comments here. Use additional sheet/s if necessary.):

*My signature indicates that I have had meet with my supervisor to review and discuss my performance evaluation. It does not necessarily mean that I am in agreement with its contents. I also understand that this appraisal does not constitute an actual or implied employment contract, nor does it establish any expectation of continued employment.*

**Employee Signature:****Date:**

*I acknowledge that this performance evaluation constitutes my best judgment of the employee's job performance and is based on observation and knowledge of this employee's work.*

**Reviewing Supervisor****Signature:****Date:****Additional Manager Signature:****Date:**

# Goals/Performance Objectives for Upcoming Year

Date Set: \_\_\_\_\_

Performance Period: \_\_\_\_\_

Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

*Establishing goals should be a collaborative effort between the supervisor and employee. Keep in mind that all goals should be S.M.A.R.T.:*

**Specific** Clear and concise statement of what will be accomplished.

**Measurable** Concrete, observable statement of what will be different once the objective is achieved.

**Achievable** Feasible (time, cost and employee capabilities) but with a degree of "stretch,"; something the employee can influence.

**Relevant** Clearly supportive of the department's goals and priorities – as well as in alignment with the achievement of the District's strategic goals and mission.

**Time-Bound** Include a specific timetable for achievement.

GOALS		SUPPORT & DEVELOPMENT NEEDED	HOW DOES GOAL ALIGN WITH & SUPPORT GCRD STRATEGIC GOALS AND OVERALL MISSION?
1			
2			
3			
4			
5			

(attach additional sheet/s as needed)

**BOTH SUPERVISOR & EMPLOYEE SHOULD INITIAL GOAL SHEET TO INDICATE AGREEMENT WITH GOALS ESTABLISHED.**