

Performance Evaluation Form: Part-Time & Seasonal Employees

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;
- 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:

- 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 identified major position responsibilities should be the same for all individuals holding the same positions.
- Review any objectives established at the employee's last review and consider the employee's progress in that area.
- Complete form.
- Meet with employee to review performance 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.

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
Performance of Major Position Responsibilities	
1)	
2)	
3)	
4)	
5)	
<i>Evaluator Comments and Justification for Ratings:</i>	

		Performance Rating
Job Knowledge & Work Quality		
Demonstrates knowledge and understanding of job duties and appropriate work methods. • Applies knowledge and skills to produce quality work. • Performs work thoroughly and on time with consistently low levels of errors.		
<i>Evaluator Comments and Justification for Ratings:</i>		
Initiative		
Within the job responsibilities, anticipates what needs to be done and does it. • Adapts well to unforeseen changes in requirements. • Shares important information with supervisors, coworkers and other stakeholders regularly and consistently. • Accepts responsibility for own behavior. • Is open to new and challenging assignments. • Works well independently or with others as necessary. • Represents the District well.		
<i>Evaluator Comments and Justification for Ratings:</i>		
Decision Making/Judgment		
• 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.		
<i>Evaluator Comments and Justification for Ratings:</i>		
Support for Organizational Goals		
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 collaborative nature of our work environment plays a fundamental role in the District fulfilling its mission within our community. • Works collaboratively with others and cheerfully provides 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. • Takes care to work in an environmentally responsible manner.		
<i>Evaluator Comments and Justification for Ratings:</i>		
Planning/Organizing		
Organizes time efficiently. • Prioritizes tasks appropriately and is flexible in making adjustments and changes as needed. • Maximizes the use of available resources. • Is proactive, not reactive.		
<i>Evaluator Comments and Justification for Ratings:</i>		
Interpersonal Skills		
Displays a positive attitude. • Treats people with respect and dignity. • Demonstrates an ability to work effectively with patrons and staff. • Is cooperative in dealing with others and demonstrates strong teamwork abilities. • Remains calm under difficult and/or high- pressure situations. • Exhibits effective customer service skills. • Maintains an open and approachable manner. • Is honest and forthright.		
<i>Evaluator Comments and Justification for Ratings:</i>		
Attendance/Punctuality		
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. • Properly observes break and meal periods.		
<i>Evaluator Comments and Justification for Ratings:</i>		
Interaction with Supervisor		
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 Ratings:</i>		

Employee Achievements or Accomplishments during review period.

Employee Strengths

Areas for Improvement/Goals:

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:** _____