

Classified/ Confidential Staff 60 Day Evaluation

		Date:	
Name:		Title:	
Unit/department:		Supervisor:	

- Self Evaluation (Use of this form for self-evaluation is optional, not required.)
 Supervisor Evaluation

INSTRUCTIONS:

- Using the Performance Measure descriptions below, check the box that best describes the employee's demonstrated performance.
- If the performance measure of "Needs Improvement" is used, there must be a supporting comment and/or example provided.
- The Performance Summary at the end of the document is used to provide feedback on overall performance.

PERFORMANCE MEASURE DESCRIPTIONS

Developing	Needs Improvement	Meets Standard	Exceeds Standard
This individual is learning and developing new skills for this position and is moving toward full performance.	<p>Displays inconsistency in meeting the expectations of the performance measures.</p> <p>Work output frequently falls below required expected outcomes and expectations.</p> <p>Cannot be relied upon to perform tasks without direct supervision.</p>	<p>Consistently meets the expectations for this performance measure.</p> <p>Work output regularly achieves desired or required outcomes and expectations.</p> <p>Displays and maintains an effective and consistent level of performance.</p>	<p>Exceeds expectations for this performance measure.</p> <p>Work output displays a level of skill, ability, initiative, and productivity exceeding requirements.</p> <p>High attention to detail is taken in all tasks.</p>

JOB KNOWLEDGE: Skills, knowledge, and ability applicable to assigned work QUALITY OF WORK: Accuracy, Thoroughness, Safety	Developing	Needs Improvement*	Meets Standards	Exceeds Standards
Demonstrates an understanding of unit/ department procedures, policies and applicable regulations related to assigned work				
Demonstrates knowledge of resources, (tools and equipment) related to the job				
Performs to agreed-upon work standards and follows established policies, procedures, and guidelines.				
Performs accurate and thorough work; regularly checks and corrects own work				
Performs all aspects of work in a safe manner; completes training as required				

* Supporting comments and/or examples:

INITIATIVE: Determining what needs to be done to accomplish job responsibilities and completing tasks	Developing	Needs Improvement*	Meets Standards	Exceeds Standards
Completes work with minimal supervision; begins and completes work requirements without prompting				
Demonstrates ability to solve problems; suggests new and reviewed work processes and procedures				
Seeks out additional work and/or tasks on own when workload is slow, or help is needed				

*Supporting comments and/or examples:

PLANNING & ORGANIZATION: Meeting deadlines, prioritization skills, time management	Developing	Needs Improvement*	Meets Standards	Exceeds Standards
Demonstrates ability to organize and complete work effectively and efficiently				
Demonstrates ability to prioritize and use available resources				
Demonstrates ability to foresee impact of decisions or actions on others				

*Supporting comments and/or examples:

ADAPTABILITY: Responsiveness to changing conditions and requirements	Developing	Needs Improvement*	Meets Standards	Exceeds Standards
Adapts to new ideas and situations				
Demonstrates flexibility in carrying out job responsibilities and assignments				
Demonstrates willingness and ability to learn new things				

***Supporting comments and/or examples:**

<u>DEPENDABILITY/RELIABILITY:</u> Attendance, conscientiousness, follow-through and meeting commitments	Developing	Needs Improvement*	Meets Standards	Exceeds Standards
Maintains regular attendance; requests and receives appropriate authorization for absences.				
Reports to work on time and as scheduled; takes appropriate rest and meal breaks; does not leave work without authorization.				
Follows through on appointments and commitments and provides early notification to appropriate personnel of unanticipated delays or changes in deadlines.				

***Supporting comments and/or examples:**

<u>INTERPERSONAL RELATIONSHIPS:</u> Cooperation, teamwork, tact, courtesy, respect for diversity and the viewpoints of others	Developing	Needs Improvement*	Meets Standards	Exceeds Standards
Works well with others; demonstrates willingness to assist and enlist the help of others as needed to work toward common goals.				
Demonstrates courtesy and respect for co-workers, customers, and other contacts, as required.				
Demonstrates ability to resolve conflict constructively and is receptive to constructive criticism.				

***Supporting comments and/or examples:**

PERFORMANCE SUMMARY: Provide detail below on the following:

- Review of Position description and job responsibilities
- Areas of Performance Strengths and Opportunities for Improvement
- Development needs and opportunities

This is to certify that this evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement; but that I have participated in the discussion and have read and understood the evaluation's content.

My supervisor and I have reviewed this 60 day evaluation.

Employee Signature

Date

Supervisor Signature

Date