

Classified/ Confidential Staff Assessment

Name:		Title:	
Unit:		Supervisor:	

Self Assessment (Use of this form for self-assessment is optional, not required.)

Supervisor Assessment

EVALUATION TYPE: Annual -Year 1, 2 or 3 Continuous Appointment – Every third year _____ (indicate year)

INSTRUCTIONS:

- Using the descriptions below, check the boxes that best describe the employee’s demonstrated performance. Provide supporting comments and examples in the space provided or attach additional pages.
- Go to website [shared drive Forms \(m\)](#) for assistance and recommendations for assessment preparation.
- Review and update position description as needed
- Set SMART goals

PERFORMANCE MEASURE DESCRIPTIONS

Needs Improvement	Developing	Meets Standard	Frequently Exceeds Standard	Consistently Exceeds Standard
<p>This individual rarely meets the performance expectations for this performance measure. The individual <i>seldom/occasionally</i> performs the expected tasks and demonstrated behaviors. Cannot be relied upon to perform these tasks without direct supervision.</p>	<p>This individual is learning and developing new skills or may be new to the job and is moving in a positive direction toward full performance. Not for corrective action plan situations.</p>	<p>This individual frequently and generally meets the performance expectations for this performance measure. The individual performs the tasks and demonstrates the expected behavior in <i>most</i> situations.</p>	<p>This individual consistently meets the performance expectations for this performance measure. The individual can be depended upon to perform the tasks and demonstrates the expected behavior under <i>all reasonable</i> circumstances.</p>	<p>This individual has <i>exceeded</i> the performance expectations for this performance measure. The individual’s job achievements have added <i>significant</i> value to the goals of their team, department and/or organization.</p>

<u>JOB KNOWLEDGE:</u> Skills, knowledge and ability applicable to assigned work (methods, procedures, Techniques, safe use of equipment, department functions, etc.)	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
Demonstrates an understanding of appropriate department and job knowledge in performing assigned work					
Demonstrates knowledge and safe use of the tools, equipment and resources related to the job					
Demonstrates knowledge of the procedures, policies and regulations related to the job					

Supporting comments and/or examples: _

<u>QUALITY OF WORK:</u> Accuracy, Thoroughness, Safety	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
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 all safety training as required by the job					

Supporting comments and/or examples:

INITIATIVE Determining what needs to be done to accomplish job responsibilities and completing tasks	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
Seeks out appropriate work, resources and/or assistance on own when workload is slow, or help is needed					
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					

Supporting comments and/or examples:

PLANNING & ORGANIZATION Meeting deadlines, prioritization skills, time management	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
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:

<u>ADAPTABILITY</u> Responsiveness to changing conditions and requirements	Developing	Needs Improvement	Meets Standards	Successful	Outstanding
Readily adjusts to new ideas and situations; adapts to changing assignments and performance expectations.					
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	Successful	Outstanding
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	Successful	Outstanding
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: Overall Areas of Performance Strengths and Opportunities for Improvement

This is to certify that this assessment 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 the following as part of this assessment:

- Position description and job responsibilities
- Workload
- Development needs and opportunities
- Goals from last year (if applicable) and mutually developed goals for the coming year.

Employee Signature

Date

Supervisor Signature

Date