**CONFIDENTIAL EMPLOYEE PERFORMANCE EVALUATION**

| Employee Information | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | Banner ID | | |  | | |
| Job Title | |  | | | | Date | | |  | | |
| Probationary Evaluation | | | First  Second | | | Annual Evaluation | | | Supplemental Evaluation | | |
| Department/Division | | |  | | | Supervisor | | |  | | |
| Evaluation Period | | | to | | | Administrator | | |  | | |
| The *Confidential Employee Performance Evaluation* requires ratings by the employee and his or her Supervisor regarding actual performance of **Essential Functions** in the job description since the last evaluation. *Always read the Essential Functions of the employee’s job description prior to beginning this process.* | | | | | | | | | | | |
| **RATING CATEGORIES** | | | |
| **5 = Exceptional\***  *The employee consistently exceeds expectations for responsibilities and objectives of the position.*  **4 = Highly Effective**  *The employee frequently exceeds established expectations for responsibilities and objectives of the position.*  **3 = Effective**  *The employee meets established expectations for responsibilities and objectives of the position.*  **2 = Needs Improvement\***  *The employee does not always meet established expectations for responsibilities and objectives of the position.*  **1 = Unsatisfactory\***  *The employee does not meet established expectations for responsibilities and objectives of the position.* | | | | | | | | | | | |
| PERFORMANCE FACTORS | | | | | | | | | | | |
| **JOB KNOWLEDGE** | | | | | | **Employee Self-Evaluation** | | | **Supervisor** | | |
| The degree to which the work product indicates an understanding of all required work duties. Possesses current professional/technical knowledge and skills required to perform the job effectively. | | | | | | Exceptional | |  | Exceptional | |  |
| Highly Effective | |  | Highly Effective | |  |
| Effective | |  | Effective | |  |
| Needs Improvement | |  | Needs Improvement | |  |
| Unsatisfactory | |  | Unsatisfactory | |  |

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| --- | --- | --- | --- | --- |
| **PLANNING AND ORGANIZATION** | **Employee Self-Evaluation** | | **Supervisor** | |
| Work is organized efficiently and effectively; time and materials are used judiciously; able to prioritize. | Exceptional |  | Exceptional |  |
| Highly Effective |  | Highly Effective |  |
| Effective |  | Effective |  |
| Needs Improvement |  | Needs Improvement |  |
| Unsatisfactory |  | Unsatisfactory |  |

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| **JUDGMENT** | **Employee Self-Evaluation** | | **Supervisor** | |
| The degree to which decisions evidence reason, logic, and common sense. Anticipates and resolves issues. Problem-solving ability. Maintains confidentiality. Adheres to district policy and procedure. | Exceptional |  | Exceptional |  |
| Highly Effective |  | Highly Effective |  |
| Effective |  | Effective |  |
| Needs Improvement |  | Needs Improvement |  |
| Unsatisfactory |  | Unsatisfactory |  |

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| **WORK QUALITY** | **Employee Self-Evaluation** | | **Supervisor** | |
| Work is thorough, neat, and accurate. The degree to which work adheres to established practice. Sets high standards. Continuously strives for excellence in the quality of work, and excellence in products produced. | Exceptional |  | Exceptional |  |
| Highly Effective |  | Highly Effective |  |
| Effective |  | Effective |  |
| Needs Improvement |  | Needs Improvement |  |
| Unsatisfactory |  | Unsatisfactory |  |

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| **INITIATIVE AND CREATIVITY** | **Employee Self-Evaluation** | | **Supervisor** | |
| Enterprise and determination to improve processes and to increase professional competency. Is a self-starter. Works independently with little or no direction. Suggests new ideas in an effort to improve methods. | Exceptional |  | Exceptional |  |
| Highly Effective |  | Highly Effective |  |
| Effective |  | Effective |  |
| Needs Improvement |  | Needs Improvement |  |
| Unsatisfactory |  | Unsatisfactory |  |

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| --- | --- | --- | --- | --- |
| **COMMUNICATION / LISTENING SKILLS** | **Employee Self-Evaluation** | | **Supervisor** | |
| Able to clearly convey, persuade, negotiate information and ideas, policies, and procedures in written form and to groups or individuals. Adjusts message appropriately to the audience. Respects and is considerate of the values, ideas, and perspectives of others. | Exceptional |  | Exceptional |  |
| Highly Effective |  | Highly Effective |  |
| Effective |  | Effective |  |
| Needs Improvement |  | Needs Improvement |  |
| Unsatisfactory |  | Unsatisfactory |  |

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| **RELIABILITY** | **Employee Self-Evaluation** | | **Supervisor** | |
| The degree to which others can rely on the employee to complete tasks reliably and on time. Meets attendance requirements. Responsible for one’s own conduct. Honors commitments. | Exceptional |  | Exceptional |  |
| Highly Effective |  | Highly Effective |  |
| Effective |  | Effective |  |
| Needs Improvement |  | Needs Improvement |  |
| Unsatisfactory |  | Unsatisfactory |  |

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| **OVERALL** | **Employee Self-Evaluation** | | **Supervisor** | |
| Provide an aggregate rating of performance during this evaluation period. | Exceptional |  | Exceptional |  |
| Highly Effective |  | Highly Effective |  |
| Effective |  | Effective |  |
| Needs Improvement |  | Needs Improvement |  |
| Unsatisfactory |  | Unsatisfactory |  |

**Employee Narrative:** *Include information regarding this evaluation period. Incorporate your accomplishments and challenges, providing supporting information.*

Areas of strength:

Areas for development:

Areas for improvement:

Areas where unique or extraordinary factors contribute to the evaluation:

**Supervisor Narrative:** *Include information related to this evaluation period. This should be related to performance or behavioral aspects you observed, and should incorporate specific examples. Note specific comments with observations and examples for all “Exceptional” and “Unsatisfactory” ratings.*

Areas of strength:

Areas for development:

Areas for improvement:

Areas where unique or extraordinary factors contribute to the evaluation:

**Job Description Review:** (Please check the appropriate box.)

The job description has been reviewed during this evaluation and no changes have been made to the job description at this time.

The job description has been reviewed during this evaluation and modifications have been proposed to the job description. The modified job description is attached to this evaluation.

**Signatures:** (Please sign.) *Signature by the employee indicates the employee has read the performance evaluation and has received feedback from the supervisor. Signature does not indicate agreement with the performance evaluation. The employee has ten (10) days following the signature date to submit a written statement, which will be attached to this evaluation form and placed in the personnel file.*

**Supervisor Date Employee Date**

**Administrator Review Date**