

Organization:

Manager:

Location:

Evaluated By:

Manager Overall Rating

Competencies

COMMUNICATION (Classified)

- Speaks clearly and concisely.
- Is an effective listener.
- Communicates effectively in writing.

Employee Evaluation

Rating:

Comment:

INTERPERSONAL RELATIONS

- Exhibits tact, sensitivity, and discretion.
- Is proactive and responsive with colleagues and co-workers.
- Understands the importance of on-the-job relationships; facilitates relationships that add to their individual job success and to the success of others.

Employee Evaluation

Rating:

Comment:

TEAMWORK

- Can be counted on to help others inside and outside the department to accomplish institutional goals.

- Shares information and collaborates with other team members which enables the entire group to be effective; volunteers assistance.

Employee Evaluation

Rating:

Comment:

CUSTOMER SERVICE

- Is attentive and responsive to customers' needs and requests
- Is consistently courteous and respectful to customers.

Employee Evaluation

Rating:

Comment:

JOB KNOWLEDGE

- Demonstrates understanding of daily job requirements, equipment operation, systems navigation.
- Keeps up to date with technical advances in the field.

Employee Evaluation

Rating:

Comment:

QUALITY OF TASK PERFORMANCE

Accuracy, clarity, consistency and thoroughness of work.

Employee Evaluation

Rating:

Comment:

PRODUCTIVITY

- Completes amount of work required and paces self to meet demands of assignments.

- **Work assignments are effectively planned and organized to meet deadlines.**

Employee Evaluation

Rating:

Comment:

INITIATIVE

- **Anticipates needed action; suggests better ways of doing things.**
- **Identifies, prevents and/or recommends solutions to problems.**
- **Is self-motivated and requires little prompting from supervisor.**

Employee Evaluation

Rating:

Comment:

RELIABILITY

- **Is dependable and follows through on commitments in a timely manner, meeting daily, weekly, and monthly deadlines.**
- **Can be relied upon to see tasks through to completion and to ensure that tasks are performed comprehensively.**

Employee Evaluation

Rating:

Comment:

DEPARTMENTAL/INSTITUTIONAL KNOWLEDGE

- **Understands and acts on pertinent departmental and program policies and procedures.**
- **Understands and acts on pertinent district policies and procedures.**

Employee Evaluation

Rating:

Comment:

Development Items

Goals