

Performance Accountabilities

Performance Ratings:

- **Exceeds Expectations:** Exhibits and remains current with in-depth knowledge of processes, procedures, skills, regulations, equipment, and materials.
- **Meets Expectations:** Demonstrates and applies the basic knowledge of the processes, procedures, skills, regulations, equipment, and materials necessary to perform the job.
- **Does Not Meet Expectations:** Is deficient in the necessary knowledge of the processes, procedures, skills, regulations, equipment, and materials necessary to perform the job.

Used constructively, this program of performance evaluation can prove to be a valuable tool regarding individual career advancement and result in increased productivity.

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Attitude Positive approach and disposition toward coworkers and/or job responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Communication Has strong verbal and/or written communication skills to ensure clear and concise communication.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Confidentially Handles information appropriately.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Dealing with Change Is flexible in accommodating interruptions and changes to the schedule and priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

Classified Evaluation Performance Rubric & Goals

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Initiative Self motivated and works without supervision.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Knowledge of Equipment Remains current.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Knowledge of Materials and Skills Remains current.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Knowledge of Process and Procedures Remains current.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Organization Effectively and appropriately manages time and workload.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

Classified Evaluation Performance Rubric & Goals

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Organization Work Area Effectively manages and maintains work station.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Punctuality and Attendance Respects scheduled hours, consistently punctual, and give appropriate notice for absences.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Quality of Work Work is consistently complete and error-free.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Safety Observes safety practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Teamwork Interacts positively and pro-actively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments			

	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Other Describe a performance area not listed above and the employees performance in regards to the area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Self-Evaluation Rating:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Evaluator Comments

Performance Summary (please include all significant aspects of this evaluation period)

Employee Self-Evaluation Comments

Evaluator Final Summary

Improvement Plan (for areas not meeting expectations)

[Create](#) an improvement plan for this employee.

Growth / Goals (please include goals for year currently being evaluated and for the upcoming year)

Employee Self-Evaluation Comments – Growth / Goals

Evaluator Comments – Growth / Goals