

APT Evaluation Performance Rubric & Goals

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	Meets	Does Not Meet
	N/A	Expectations	Expectations	Expectations
Attitude	0	O	•	0
Positive approach and disposition toward coworkers and/or job responsib	oilities.			
Employee Self-Evaluation Rating:	O	O	•	0
Evaluator Comments				
	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Communication	O	Q	C	Capectations
Effectively communicates key decisions and encouraged two-way communication in a timely fashion.				
Employee Self-Evaluation Rating:	O	O	•	•
Evaluator Comments				
	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Professionalism	0	0	•	0
Handles conflict resolution, sensitivity, and confidentially appropriately. Interacts effectively with all stakeholders and maintains a professional appearance and demeanor.				
Employee Self-Evaluation Rating:	O	0	•	•
Evaluator Comments				



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	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Visionary Leadership	O	O	•	O
Able to adapt and support change. Is a visionary change agent and innov and has improved workforce environment to meet strategic objectives.	ator			
Employee Self-Evaluation Rating:	O	•	•	O
Evaluator Comments				
	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Initiative	O	0	•	0
Self motivated and works without supervision.				
Employee Self-Evaluation Rating:	0	•	•	O
Evaluator Comments				
	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Knowledge	O	0	0	O
Knowledgeable with equipment, materials, skills processes, and procedu	res.			
Employee Self-Evaluation Rating:	0	O	O	O
		O	O	O
Employee Self-Evaluation Rating:		O	•	O
Employee Self-Evaluation Rating:		Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Employee Self-Evaluation Rating:	•	Exceeds	Meets	Does Not Meet
Employee Self-Evaluation Rating: Evaluator Comments	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet
Employee Self-Evaluation Rating: Evaluator Comments Organization	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet
Employee Self-Evaluation Rating: Evaluator Comments Organization Able to prioritize, stay on task, and effectively manage workload.	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Employee Self-Evaluation Rating: Evaluator Comments Organization Able to prioritize, stay on task, and effectively manage workload. Employee Self-Evaluation Rating:	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
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Employee Self-Evaluation Rating: Evaluator Comments Organization Able to prioritize, stay on task, and effectively manage workload. Employee Self-Evaluation Rating:	N/A O	Exceeds Expectations C	Meets Expectations O Meets	Does Not Meet Expectations O Does Not Meet
Evaluator Comments Organization Able to prioritize, stay on task, and effectively manage workload. Employee Self-Evaluation Rating: Evaluator Comments	N/A O N/A	Exceeds Expectations C Exceeds Exceeds Expectations	Meets Expectations O Meets Expectations	Does Not Meet Expectations O Does Not Meet Expectations
Employee Self-Evaluation Rating: Organization Able to prioritize, stay on task, and effectively manage workload. Employee Self-Evaluation Rating: Evaluator Comments Quality of Work Completes work on time and meets quality standards. Follows laws,	N/A O N/A	Exceeds Expectations C Exceeds Exceeds Expectations	Meets Expectations O Meets Expectations	Does Not Meet Expectations O Does Not Meet Expectations
Evaluator Comments Organization Able to prioritize, stay on task, and effectively manage workload. Employee Self-Evaluation Rating: Evaluator Comments Quality of Work Completes work on time and meets quality standards. Follows laws, regulations, and Board Policies.	N/A O N/A O	Exceeds Expectations C Exceeds Exceeds Expectations	Meets Expectations O Meets Expectations	Does Not Meet Expectations O Does Not Meet Expectations O



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	NI/A	Exceeds	Meets	Does Not Meet
Wll C-f-4	N/A	Expectations	Expectations	Expectations
Workplace Safety	•	0	0	O
Follows all safety protocols. Is able to facilitate, evaluate, and implemen changes when necessary.	t			
Employee Self-Evaluation Rating:	0	0	O	O
Evaluator Comments				
	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Teamwork	•	•	•	•
Works cooperatively and collaboratively as a team member in support of the districts mission and strategic objectives.	f			
Employee Self-Evaluation Rating:	0	•	•	0
Evaluator Comments				
	N/A	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Punctuality and Attendance	N/A O			
Punctuality and Attendance Respects scheduled hours, consistently punctual, and give appropriate notice for absences.		Expectations	Expectations	Expectations
Respects scheduled hours, consistently punctual, and give appropriate		Expectations	Expectations	Expectations
Respects scheduled hours, consistently punctual, and give appropriate notice for absences.	0	Expectations	Expectations O	Expectations O
Respects scheduled hours, consistently punctual, and give appropriate notice for absences. Employee Self-Evaluation Rating:	0	Expectations	Expectations O	Expectations O
Respects scheduled hours, consistently punctual, and give appropriate notice for absences. Employee Self-Evaluation Rating:	0	Expectations	Expectations O	Expectations O
Respects scheduled hours, consistently punctual, and give appropriate notice for absences. Employee Self-Evaluation Rating:	O	Expectations O Exceeds	Expectations O Meets	Expectations O Does Not Meet
Respects scheduled hours, consistently punctual, and give appropriate notice for absences. Employee Self-Evaluation Rating: Evaluator Comments	O O N/A	Expectations C Exceeds Expectations	Expectations O Meets Expectations	Does Not Meet Expectations
Respects scheduled hours, consistently punctual, and give appropriate notice for absences. Employee Self-Evaluation Rating: Evaluator Comments Other Describe a performance area not listed above and the employees	O O N/A	Expectations C Exceeds Expectations	Expectations O Meets Expectations	Does Not Meet Expectations
Respects scheduled hours, consistently punctual, and give appropriate notice for absences. Employee Self-Evaluation Rating: Evaluator Comments Other Describe a performance area not listed above and the employees performance in regards to the area.	N/A	Expectations C Exceeds Expectations	Expectations O Meets Expectations O	Does Not Meet Expectations O



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Performance Summary (please include all significant aspects of this evaluation period)
Employee Self-Evaluation Comments
Evaluator Final Summary
Language and Diag (C
Improvement Plan (for areas not meeting expectations)
<u>Create</u> 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