

**Sequatchie Valley Planning and Development Agency
Employee Performance Evaluation**

Date evaluation due: _____ Date evaluation conducted: _____
Employee Name: _____
Title / Position: _____
Supervisor Name: _____

Reason For Review:

_____ Annual _____ Interim _____ Other

Instructions:

Carefully evaluate employee's work performance/conduct in relation to current job requirements. Check the appropriate rating to indicate the employee's performance level. Indicate N/A if not applicable.

Definition of Performance Ratings:

Exceptional – Performance is exceptional in all areas and is recognizable as being far superior to others.

Superior – Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

Good – Competent and dependable level of performance. Meets performance standards of the job.

Improvement Needed – Performance is deficient in certain areas. Improvement is required.

Unsatisfactory – Performance is not acceptable and requires immediate improvement.

N/A – Not applicable or too soon to rate.

Descriptions of Employee Performance:

1. Quality: The extent to which an employee's work is accurate, thorough and legible.

___ Exceptional ___ Superior ___ Good ___ Improvement Needed ___ Unsatisfactory ___ N/A

Observations and/or Comments:

Employee: _____ Agrees _____ Partially Agrees _____ Disagrees

2. Productivity: The extent to which an employee produces a significant volume of work efficiently in a specified period of time.

Exceptional Superior Good Improvement Needed Unsatisfactory N/A

Observations and/or comments:

Employee: Agrees Partially Agrees Disagrees

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3. Job Knowledge: The extent to which an employee possesses the practical/technical knowledge and skills required for the job.

Exceptional Superior Good Improvement Needed Unsatisfactory N/A

Observations and/or comments:

Employee: Agrees Partially Agrees Disagrees

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4. Reliability: The extent to which an employee can be relied upon regarding task completion and follow up.

Exceptional Superior Good Improvement Needed Unsatisfactory N/A

Observations and/or comments:

Employee: Agrees Partially Agrees Disagrees

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5. Availability: The extent to which any employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.

Exceptional Superior Good Improvement Needed Unsatisfactory N/A

Observations and/or comments:

Employee: Agrees Partially Agrees Disagrees

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6. Independence: The extent to which an employee performs work with little or no supervision.

Exceptional Superior Good Improvement Needed Unsatisfactory N/A

Observations and/or comments:

Employee: Agrees Partially Agrees Disagrees

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7. Creativity: The extent to which an employee proposes ideas, finds new and better ways of doing things.

Exceptional Superior Good Improvement Needed Unsatisfactory N/A

Observations and/or comments:

Employee: Agrees Partially Agrees Disagrees

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8. Initiative: The extent to which an employee seeks out new assignments and assumes additional duties when necessary.

Exceptional Superior Good Improvement Needed Unsatisfactory N/A

Observations and/or comments:

Employee: Agrees Partially Agrees Disagrees

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9. Adherence to Policy: The extent to which an employee follows conduct rules and regulations and adheres to Agency policy.

Exceptional Superior Good Improvement Needed Unsatisfactory N/A

Observations and/or comments:

Employee: Agrees Partially Agrees Disagrees

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10. Interpersonal Relationships: The extent to which an employee is willing and demonstrates the ability to cooperate, work, and communicate with coworkers, supervisors, subordinates and outside contacts.

Exceptional Superior Good Improvement Needed Unsatisfactory N/A

Observations and/or comments:

Employee: Agrees Partially Agrees Disagrees

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11. Judgment: The extent to which an employee demonstrates proper judgment decision-making skills when necessary.

Exceptional Superior Good Improvement Needed Unsatisfactory N/A

Observations and/or comments:

Employee: Agrees Partially Agrees Disagrees

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Overall Employee Performance Rating:

Exceptional Superior Improvement Needed Unsatisfactory Good

Observations and/or comments:

Employee: Agrees Partially Agrees Disagrees

Supervisor's Comments: In the space below, describe the employee's performance strengths, weaknesses and/or potential as it relates to the specifics of the employees job plan.

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Employee Comments:

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Strategic Performance Improvement Plan and Goals: Consider if a PDA or laptop would help you in your work space, and also if a short session in office organization might be of benefit.

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Signatures: (Note to Employee: Your signature does not mean that you agree with the performance ratings.)

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Head Start Director

Supervisor's Title: _____

Reviewer: _____ Date: _____

Reviewer's Title: _____