



Orange Southwest Supervisory Union
24 Central Street Randolph, VT 05060

PERFORMANCE EVALUATION FORM

Employee Name:			Employee Number:		
Position Title:			Evaluation Period:		
Rating Period:	From:	To:	Location:		

TIMELY COMPLETION OF THIS FORM WILL ASSIST US IN DEVELOPING AN EMPLOYEE, OR IN SOME CASES, DETERMINING THAT AN EMPLOYEE IS NOT SUITABLE FOR CONTINUED EMPLOYMENT.

OVERALL PERFORMANCE EVALUATION

<input type="checkbox"/> 5 Exceeds all Expectations	<input type="checkbox"/> 4 Meet all Expectations	<input type="checkbox"/> 3 Meets Expectations	<input type="checkbox"/> 2 Needs Improvement	<input type="checkbox"/> 1 Below Expectations
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Expectations/Standards/Competencies	Appraisal Rating						Comments required for ratings 5 or 1
	5	4	3	2	1	N/A	
Knowledge: Understands job function, requirements, tools, and processes associated with this position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork and Cooperation – Works cooperatively with others, keeps others informed of necessary and factual information; and works together as opposed to working separately. Facilitates the operation of a team of which he/she is part and fosters teamwork across work units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interaction with supervisor: Works well with Supervisor, respects his/her authority and interacts in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance & Punctuality: Arrives to work on time, works on days scheduled, and requests time off with sufficient advance notice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability: Reliable, completes assignments in a timely manner, follows through on assignments, and pulls his/her own weight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication: Communicates clearly, listens effectively; keeps others informed of necessary and factual information; and avoids negative gossip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety: Practices safe work habits and encourages others do the same. Follows established safety procedures and practices in the work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adaptability: Easily adapts to changes in the workplace, requirements, schedule, and priorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organizational Awareness: Sensitive to the organizational structure, identifies the decision-makers and follows supervisor direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality of Work: The caliber of work produced in terms of accuracy, thoroughness, and dependability of results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Innovation: Ability to exercise original thinking, ingenuity and initiative to introduce new ideas or courses of action. Ability to make creative and acceptable contributions to a project, new methods, techniques and/or processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total for Core Expectations (Optional)							

Employee Development Plan: (Describe the specific type of training the employee should attend during this evaluation period.)			
Performance Plan Approval			
Employee Signature	Date	Supervisor Signature	Date
Final Evaluation Comments and Signatures			
Comments:			
Immediate Supervisor's Signature:		Date:	
Comments:			
Employee's Signature:		Date:	

- ◆ Your supervisor immediately investigates any complaints received against subordinate staff and takes timely and appropriate action uses progressive and corrective discipline to improve and/or resolve employee behavior problems.
- ◆ Your supervisor updates, discusses and presents Performance Planning and Review Forms, position descriptions, and office procedures to all subordinate staff upon appointment. The supervisor provides each employee with a performance review at the end of the review period or upon moving from one position to another. The supervisor ensures that staff attends necessary training within the designated timeframes. The supervisor will be responsible for employee checklist and OSHA training on a yearly basis.

This form is designed to assist with the evaluation of employee's progress during his/her employment. During their employment, this form should be completed and reviewed with the employee at thirty days, ninety days and one hundred and eighty days and yearly intervals. New employees are informed of this review process during their interview and hiring process and their orientation.

A copy of all evaluations will be placed in the employee file.

The following are definitions for the criteria to be used in the appraisal process:

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| 1: Below Expectations: | Fails to Meet Job Standards and needs to immediately improve his/hers performance and sustain it at an acceptable level. If there is any other performance problems, then corrective disciplinary action, up to and including dismissal, may be taken. |
| 2: Needs improvement: | Performance is below expectations for most of the critical aspects of the job. Immediate and substantial improvement is necessary. |
| 3: Meets most expectations: | Performance meets expectations for most critical aspects of the job. There is a need for improvement, as some job requirements are not consistently met. |
| 4: Meets all expectations: | Performance fully meets and may exceed the expectations for all critical aspects of the job. Employee performance is consistent, reliable, competent, and maintained with a minimum of supervision. |
| 5: Exceeds all expectations: | Performance consistently and significantly exceeds expectations for all critical aspects of the job. Employee performs even the difficult and complex parts of the job competently and thoroughly including extra or unique tasks assigned or initiated by the employee. |