

# APPENDIX B - SUPERVISORY EMPLOYEE PERFORMANCE EVALUATION

*This evaluation is conducted in keeping with Article 11, PERFORMANCE EVALUATION PROCEDURE*

Name of Evaluatee: \_\_\_\_\_ Location: \_\_\_\_\_

Job Title: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_  
From To

*Attach additional page(s) as necessary.*

		Exceeds Performance Standards	Meets Performance Standards	Below Performance Standards																
1.	<b>Job Knowledge</b> Assessment of understanding of job requirements, knowledge needed to perform job duties, fulfillment of position responsibilities, and identification of areas for future professional development. Consider depth, breadth, application, and acquisition of knowledge. Ability to achieve desired, timely results, and organizing, directing, and coordinating work activities for the attainment of goals and objectives.  Brief summary of accomplishments: Suggestions for Improvements:																			
2.	<b>Effectiveness</b> Assessment of effectiveness as a team member and colleague. Consider interactions with superiors, peers, and other organizational unit and willingness to assist and guide others. Consider the ability to obtain the support and respect of others, to work under stressful conditions, and to be depended upon to meet commitments and work standards while maintaining interest and enthusiasm for the job.  Brief summary of accomplishments: Suggestions for Improvements:																			
3.	<b>Problem-Solving / Judgment</b> Assessment of ability to solve problems and demonstrate good judgment. Consider the ability identify causes of problems, to recognize critical elements of problems, and to solve many different problems concurrently. Consider the qualities necessary to accurately assess and appraise the character and abilities of people, consequences of actions and decisions, and the relevant importance of facts and data.  Brief summary of accomplishments: Suggestions for Improvements:																			
4.	<b>Change / Creativity / Innovation</b> Assessment of ability to adapt to change, show creativity and develop innovative approaches. Consider applications of innovative concepts and ideas for creative improvements in operations, methods, procedures and programs. Consider adaptability to rapid changes, new situations and changing priorities.  Brief summary of accomplishments: Suggestions for Improvements:																			
5.	<b>Initiative / Leadership</b> Assessment of ability to initiate, make and carry out decisions and demonstrative leadership. Consider the ability to take prompt, decisive action and the willingness to accept responsibility for decisions. Consider the establishment of performance standards for the work unit and training, developing, evaluating, assessing, counseling, and guiding of subordinates.  Brief summary of accomplishments: Suggestions for Improvements:																			
6.	<b>Communication / Consensus Building</b> Assessment of ability to communicate and build consensus. Consider the ability to organize and effectively present information orally and in writing. Consider ability to use interest-based problem-solving methods to develop consensus.  Brief summary of accomplishments: Suggestions for Improvements:																			
7.	<b>Overall assessment of professional skill and ability, including:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 45%;">• Leadership skills</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>• Communication skills</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• Supervisory skills</td> <td></td> <td></td> <td></td> </tr> <tr> <td>• Professional knowledge and expertise</td> <td></td> <td></td> <td></td> </tr> </table>	• Leadership skills				• Communication skills				• Supervisory skills				• Professional knowledge and expertise						
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• Communication skills																				
• Supervisory skills																				
• Professional knowledge and expertise																				
8.	<b>Overall statement of expectations for performance and statement of how the employee will meet that standard.</b>  <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div>																			
<b>JOB DUTY STATEMENT REVIEW</b> <i>(Attach Job Duty Statement)</i>			<b>Supervisor</b>	<b>Employee</b>																
<b>Yes.</b> The duties remain the same and fall with the employee's assigned class as reflected by the attached job duties statement.																				
<b>No.</b> the duties have changed from those with the assigned class, and the changes in duties are reflected on the attached revised duty statement.																				

This appraisal has been reviewed by me and discussed with my supervisor.

Employee Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

**An employee may attach a statement to this form if the acknowledgment does not represent agreement by the employee.**

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The supervisory employee performance evaluation is conducted in keeping with Article 11, PERFORMANCE EVALUATION PROCEDURE.

#### **PURPOSE**

The performance evaluation process gives the Unit member and their supervisor an opportunity to formally review the Unit member's job performance. It is designed to assess accomplishments, communicate standards and expectations, and to set goals for future performance. Evaluations shall be performed at least every year.

The evaluation process is a continuous, year-round process. In the event that deficiencies in the performance of the employee are identified, the evaluator shall make an effort to provide documented feedback to the employee prior to rating below standards.

#### **PERFORMANCE RATINGS**

- **Exceeds Performance Standards**  
Performance shows consistent and important contributions, which exceeds normal expectations. Performance achievements are distinctive and unique and are beyond the principal objectives of the position.
- **Meets Performance Standards**  
Performance shows attainment of the principal objectives of the position. Performance is consistent with reasonable expectations of a well-trained, competent person in this position classification.
- **Below Performance Standards**  
Performance shows deficiencies, which seriously interfere with the attainment of the principal objectives of the position. Improved performance on the factor is needed which requires a serious concentrated effort on the part of the employee to reach a satisfactory level. Employee graded this level is to be provided with specific and measurable performance standards that they are to meet in order to improve to higher performance grading level.

#### **PERFORMANCE EVALUATION PROCEDURE**

1. Probationary employees shall be evaluated during the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) months of their probationary period using the District's form in Appendix B.
2. Permanent employees shall be evaluated once a year. The evaluation period shall be from July 1 through June 30. The evaluation form shall be completed, an evaluation conference offered, and the signed evaluation issued to the Unit member no later than two calendar months following the evaluation period.
3. Performance evaluation should be completed by the manager or administrator with supervisory responsibility for the Unit member, or manager or supervisor with higher level authority and reviewed by the appropriate Vice President. Once completed, the evaluation shall be placed in the Unit member's official personnel file.

#### **EVALUATION RESULTS**

The supervisor shall forward the evaluation form to the Unit member for his or her comment. If the Unit member declines to comment, or fails to comment within five (5) working days of the date on which the supervisor sent the form to the Unit member, the supervisor shall forward the completed evaluation file (including the evaluation plan, the evaluation form, and any other relevant documents) to the appropriate Vice President, or their designee.

Based solely on the evaluation form and the accompanying materials in the evaluation file, the Vice President shall either:

1. Accept the supervisor's recommendation regarding the overall evaluation of the Unit member's performance as being satisfactory or unsatisfactory (and, if satisfactory, whether it meets or exceeds overall expectations); or,
2. Return the evaluation to the supervisor with a written explanation of the reasons they declined to accept the evaluation, and comment regarding proposed steps the supervisor should take to remedy the problems they perceived.
3. Once completed by the Vice President, the evaluation form and the accompanying materials in the evaluation file shall become part of the Unit member's personnel file.