

SECTION I – EMPLOYEE IDENTIFICATION

Employee's Name _____ Division _____
 Title _____ Item # _____ Salary Grade _____
 Evaluation Period From: _____ To: _____

SECTION II – SUPERVISORY INSTRUCTIONS

Compare the employee's job performance relative to each of the performance factors in Section III with the ratings described under each factor. Select the rating which most accurately describes the employee's performance on each factor, and check the appropriate box. **If the employee's performance is not exactly described by one of the definitions under a factor, select from all ratings the one which best describes the employee's performance.** If an employee's duties are such that a given factor has no applicability, omit that factor.

SECTION III – PERFORMANCE FACTORS

Outstanding	Excellent	Good	Needs Improvement	Unsatisfactory

1. **Maintains security supervision of a facility or assigned area.** Consider the quality of security supervision provided a facility or area under this employee's supervision.

Outstanding: Provides close and frequent supervision to assigned areas including inspection of security, safety, and sanitary conditions of a facility or area, equipment, or grounds. Always gives prompt and appropriate direction to subordinates to deal with any problems which arise; promptly and accurately reports any conditions which require it. In correctional facilities, provides highly-effective control and coordination of inmate movement, counts, and activities.

Good: Provides adequate security supervision to assigned areas. Security, safety, and sanitary conditions of supervised areas usually good. Deals with most situations adequately. Usually prepares reports accurately and within a reasonable time period. Has good control of inmate movement and activity.

Unsatisfactory: Supervision of areas inadequate. May not inspect areas frequently enough; direction to subordinates in handling problems may reflect poor judgment or inconsistent approach; or reports may be of poor quality or untimely.

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2. **Time and attendance.** Consider employee's attendance and punctuality record in relation to generally accepted rules and regulations.

Outstanding: Employee uses a limited amount of sick leave time. Always advises supervisor of planned or emergency use of leave time and obtains prior approval; is very rarely tardy.

Good: Employee generally uses an acceptable number of sick days. Obtains supervisory approval. Is seldom tardy.

Unsatisfactory: Employee frequently and inappropriately uses sick leave; is tardy on a frequent basis; is absent without approval or prior notification.

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3. **Relationship with fellow employees, supervisors, and subordinates, etc.** Consider the quality of this employee's relationship with other employees.

Outstanding: Employee has excellent relationship with both superiors and subordinates and other program and administrative staff. Communicates in a cooperative and helpful way with both groups. Resolves employee problems and implements valid employee requests to the extent of ability to do so.

Good: Employee has good relationship with most superiors and subordinates and other program and administrative staff. Is normally reasonable and cooperative with both groups. Is usually fair and consistent in dealings with subordinates.

Unsatisfactory: Employee has poor relationship with superiors, subordinates, and the program/administrative staff. Is often uncooperative or uncommunicative, or handling of subordinates generates labor-relations problems. Makes little effort to accommodate needs or work problems of subordinates.

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4. **Knowledge and application of laws, rules, and regulations.** Consider the employee's knowledge of relevant laws, rules, and regulations required in the performance of assigned duties and judgment used in their application.

Outstanding: Employee exhibits a thorough knowledge and understanding of relevant laws, rules, and regulations; consistently applies them in an appropriate manner.

Good: Employee has a basic understanding of relevant laws, rules, and regulations; generally applies them in a consistent manner.

Unsatisfactory: Employee lacks understanding and familiarity with relevant laws, rules, and regulations; application is often arbitrary.

5. **Consistency of response with mission of the agency.** Consider the employee's understanding of his/her role, the parameters of that role, and accepted activities with that role.

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Outstanding: Employee displays exceptional understanding of the mission of the agency and consistently acts as a positive role model in pursuit of that mission; clearly seeks to be a positive influence in pursuit of program objectives.

Good: Employee carries out assigned responsibility in a manner which is generally consistent with the mission of the agency.

6. **Schedules and assigns employees under his/her supervision.** Consider employee's performance in scheduling and assigning the work of employees under his/her supervision.

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Outstanding: Consistently and effectively schedules and assigns staff to cover necessary tasks in accordance with applicable contracts and labor/management agreements and employee attendance rules. Anticipates and prepares for staffing difficulties; exercises good judgment in assigning staff in emergency situations.

Good: Generally schedules and assigns staff to cover necessary tasks, in accordance with applicable contract and labor/management agreements and employee attendance rules. Responds in adequate fashion to emergency situations.

Unsatisfactory: Fails to plan well for staffing needs on shift; staff not efficiently used. Security, labor/management, or contract problems created by poor judgment in assigning staff.

7. **Anticipation and action in emergency situations.** Consider the employee's ability to recognize emergency situations and timeliness of response to such situations. Also, consider the employee's ability to detect potential problems and judgment in taking actions.

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Outstanding: Employee consistently exhibits ability to recognize potential problems or emergencies, taking constructive, effective action which serves to minimize problems before they occur.

Good: Employee reacts to emergency situations in an effective manner, ensuring a minimum of disruptions.

Unsatisfactory: Employee often does not detect and/or respond appropriately to problem situations and/or emergencies.

8. **Administrative responsibilities.** Consider the employee's performance regarding investigation and reporting of various matters (e.g., employee grievances or misconduct, unusual incidents, operational problems, performance/probationary evaluations, etc.)

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Outstanding: Employee is always courteous with the public. Enthusiastically provides necessary assistance, information, and guidance.

Good: Employee is generally responsive to requests for information, assistance, and guidance.

Unsatisfactory: The employee's manner with the public is often abrupt and unresponsive; often does not respond appropriately to requests for assistance, information, and guidance.

9. **Relationship with clientele group.*** Consider employee's performance in promoting positive behavior while supervising clientele group. Also, consider the employee's personal demeanor as a role model for clientele group.

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Outstanding: Employee conveys and enforces clear standards of behavior for clientele group; exhibits concern and responsiveness toward clientele group; projects a positive role model for the clientele group.

Good: Employee ensures that the clientele group is aware of acceptable behavior; shows some interest in the welfare of clientele group.

Unsatisfactory: Employee does not convey acceptable standards of behavior to the clientele group; exhibits little or no concern for clientele group activities or behavior.

10. **General leadership skills.** Consider employee's demonstrated ability to provide direction, instruction, and counsel to subordinate staff.

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Outstanding: Employee continually demonstrates leadership ability in all assigned tasks. Always coordinates workforce effectively to accomplish assigned tasks.

Good: Employee usually demonstrates leadership ability in most assigned tasks. Usually coordinates workforce effectively to accomplish assigned tasks.

Unsatisfactory: Employee does not demonstrate adequate leadership ability in assigned tasks. Cannot coordinate workforce effectively to accomplish assigned tasks.

* **Clientele group** may mean inmates, patients, students, residents, service users, the public, etc.

SECTION IV – PERFORMANCE RATING

After the rating for each of the factors has been recorded, the supervisor assigns a PERFORMANCE RATING from the categories below which should reflect the employee's overall PERFORMANCE for the rating period.

- OUTSTANDING:** The employee's PERFORMANCE clearly is exceptional in comparison with expectations, thereby causing the employee to stand out above others in the work unit. PERFORMANCE consistently exceeds expectations for all tasks. The employee can be relied upon to perform the most difficult tasks and has made exceptional contributions to the work of the work unit or agency.
- EXCELLENT:** The employee always meets and frequently exceeds PERFORMANCE expectations for all tasks. The employee is performing better than expected for many of the tasks and is recognized as a particular asset to the work unit.
- GOOD:** The employee meets PERFORMANCE expectations for all tasks and performs in a good, competent manner. This is the expected and usual level of PERFORMANCE for most employees.
- NEEDS IMPROVEMENT:** The employee meets PERFORMANCE expectations at a minimally acceptable level.
- UNSATISFACTORY:** The employee clearly does not meet PERFORMANCE expectations, not even at a minimally accepted level.

Supervisor's Comments: Consistent with the values recorded above and the rating given, the supervisor is to offer comments in the spaces provided below:

Demonstrated Strengths:

Areas in Need of Improvement:

Supervisor's Signature: _____

Title: _____

Date: _____

SECTION V – SECOND-LEVEL SUPERVISORY REVIEW

My comments on the rating are as follows:

Reviewer's Signature: _____

Title: _____

Date: _____

SECTION VI – EMPLOYEE COMMENTS

The employee is afforded the opportunity to comment on the performance evaluation in the space provided below.

Employee Review: I have reviewed this completed rating, and it has been discussed with me by _____
(Name of Supervisor)

Employee's Signature: _____

Date: _____

IMPORTANT: HUMAN RESOURCES IS REQUIRED TO MAINTAIN A COPY OF YOUR MOST CURRENT RESUME.

Resume Attached

No Updates; Current One on File with HR