

## Employee Evaluation

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Name of Employee: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Years in Job: \_\_\_\_\_

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### Performance Evaluation Ratings:

**5= Outstanding:** Performance is extraordinary and exceptional. (Outstanding ratings should only be awarded on rare occasions.)

**4= Exceeds Expectations:** Consistently competent performance exceeding normal standards in all critical factors within position and category.

**3 = Meets Expectations:** Good solid performance. Performance meets all normal requirements within position and category in a competent manner. TUC has high standards and expectations for its employees. As such, to “meet expectations”, an employee is doing the function well.

**2= Below Expectations:** Areas of needed improvement. Total performance periodically or regularly falls short of expectations.

**1= Unacceptable Performance:** Performance is clearly inadequate. Employee has demonstrated an inability or unwillingness to improve or meet expectations. Performance is not acceptable for position held within that category. Specific deficiencies are required to be noted in Section D and/or in a signed and dated attachment by evaluator.

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Part I - Core Values- CHOICES	Rating
<p><b><u>Conviction and Pride</u></b>            Takes pride in achieving the Corporation’s mission. Accepts responsibility for all areas of the job. Goes above and beyond in an effort to do the best job they can. Displays professionalism in approach to work.</p>	
<p><b><u>Hard Work and Flexibility</u></b>            Works hard. Embraces change. Meets changing conditions and situations in work responsibilities easily and positively. Accepts constructive criticism and suggestions.</p>	
<p><b><u>Owners Mentality</u></b>            Self- starter. Takes ownership of their area/areas of responsibility. Seeks out new assignments and assumes greater responsibility. Makes suggestions for change/improvement.</p>	
<p><b><u>Integrity and Trust- Ethics</u></b>            Earns trust by being dependable and consistent in attitude on completion of work assignments. Practices excellent work ethics. Properly handles confidential information. Avoids situations and actions considered inappropriate or which present a conflict of interest. Demonstrates integrity in all work. Has a strong sense of right and wrong and consistently strives to do what is right.</p>	
<p><b><u>Collaboration- Teamwork/Communication</u></b>            Successfully works with others to achieve desired results; contributes to team projects; exchanges ideas, opinions, develops positive working relationships. Listens well and keeps others informed. Demonstrates effective communication for the requirements of the position.</p>	
<p><b><u>Employee Focused</u></b>            Positive spirit contributing to a friendly, pleasant work environment. Treats others with kindness, civility and respect. Maintains objectivity in situations of conflict. Works well with others. Accepts direction. Responds appropriately to feedback.</p>	
<p><b><u>Service</u></b>            Is committed to providing exceptional customer service. Embraces the SMART (Service, Motivation, Attitude, Respect, Team) philosophy. Looks for opportunities to improve systems, procedures or processes to provide better service.</p>	

Part II- Other Performance Categories	Rating
<p><b><u>Decision Making/Judgment</u></b>            Makes timely decisions based on facts and in the interest of the organization. Understands the implications of situations and uses sound judgement in deciding what to do. Decisions are well thought out. Involves others in the decision making process. Demonstrates insight and acumen on delicate matters.</p>	
<p><b><u>Job Knowledge/Skills</u></b>            Demonstrates clear understanding and ability to perform the assigned job duties effectively. Learns and masters applicable new skills and procedures. Makes effort to stay up to date.</p>	
<p><b><u>Quality of Work</u></b>            Performs work competently and accurately. Does work thoroughly in a reasonable amount of time.</p>	
<p><b><u>Time Management</u></b>            Meets deadlines. Plans and organizes work. Establishes appropriate priorities.</p>	
<p><b><u>Problem Solving</u></b>            Recognizes and analyzes problems and makes suggestions for resolution. Recommends solutions.</p>	
<p><b><u>Written Communication</u></b>            Effectively writes for the requirements of the position. Maximizes email as an effective communication tool.</p>	
<p><b><u>Attendance</u></b>            Schedules and uses leave time in appropriate manner that is sensitive to the department and workload priorities. Adheres to work schedule.</p> <ul style="list-style-type: none"> <li>• <b>Non Exempt</b> – Use <b>Meets Expectations</b> or <b>Needs Improvement</b></li> <li>• <b>Exempt</b>- Use the Performance Evaluation rating scale 1-5</li> </ul>	

**Supervisory/Management (to be completed if applicable)**

Supervisory Categories	Rating
<p><b><u>Planning and Organizing</u></b>                      Ability to develop a well defined and realistic plan according to established goals and objectives. Effectively uses the tools of Goals, Objectives, Planning, Organizing, Identifying Action Steps, and Implementation; and then tracking and follow-up on said implementation.</p>	
<p><b><u>Resource Allocation</u></b>                      Identifies available resources required to complete projects. Sets appropriate deadlines and meets them. Makes good judgment about time allocation and resources required.</p>	
<p><b><u>Safety</u></b>                      Performs job duties safely. Promotes safety awareness. Provides employees adequate safety training. Follows safety guidelines.</p>	
<p><b><u>Leadership and Staff Development</u></b>                      Influences others to achieve organizational goals. Promotes ethical behavior. Provides on the job training and development. Provides timely and constructive feedback. Encourages and enhances teamwork.</p>	
<p><b><u>Personnel Management</u></b>                      Rewards and recognizes individual/team successes. Evaluates employees objectively. Provides frequent feedback to employees. Handles pressure in difficult situations. Manages performance issues. Enforces policies and procedures.</p>	
<p><b><u>Financial Management</u></b>                      Prepares budget projections timely. Stays within budget. Understands the financial big picture.</p>	
<p><b><u>Ethics/Fraud/Integrity</u></b>                      Adheres to ethical principles that reflect the highest standards of organizational and individual behavior. Creates an ethical work environment. Is vigilant in operations and consideration of new procedures to increase hard and soft controls.</p>	
<p><b><u>Sales and/or Productivity</u></b>                      Meets production goals while maintaining quality work. Tracks down problems that interfere with sales and/or productivity. Has a clear production standard.</p>	

Overall Rating Comments	Rating
<b>Previous Year's Goals/Progress Accomplishments</b>	
<p>Employee should complete this section first by listing the previous year's goals and their explanation of the progress and/or accomplishments and submitting it to their supervisor. The supervisor will then cut/paste this information into the evaluation and make appropriate comments.</p>	

**Record Goals/Objectives for next performance period. (This would include any areas or correction or improvement)**

**Employee's Acknowledgement**

This report has been discussed with me. I understand my signature does not indicate agreement.

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**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approval Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**(Approval Signature required in advance of giving evaluation to the employee)**