

## PERFORMANCE EVALUATION SCORING TEMPLATE

**INSTRUCTIONS:**

- A **performance rating of 1** should be given for a key function when an employee is essentially not performing assigned task/s.
- A **performance rating of 2** should be given for a key function when an employee exhibits inconsistent performance of assigned task/s.
- The characteristics of a 1 & 2 rating are not further defined. If a rating of 1 or 2 is indicated, a Performance Improvement Plan **MUST** be prepared.
- The detailed characteristics that define a **performance rating of 3, 4 or 5** are listed below. To receive a rating of 3, 4 or 5 for a specific key function, the rating criteria for that score must substantially characterize performance of the employee in that key function. Supporting examples should be provided for items checked in the Score 4 and 5 columns. Documentation of accomplishments should be provided where appropriate (attach additional pages if necessary).

| SCORE 3 – EXPECTED PERORMANCE   | SCORE 4 – ROLE MODEL PERFORMANCE<br>(Give examples/documentation to support score)   | SCORE 5 – EXPERT PERFORMANCE<br>(Give examples/documentation to support score)   |
|---|--|--|
| <b><u>Key function:</u></b>   |  |  |
| <input type="checkbox"/> Demonstrates working knowledge<br><br><input type="checkbox"/> Performs assigned tasks correctly<br><br><input type="checkbox"/> Performs tasks in a timely manner<br><br><input type="checkbox"/> Works independently with minimal supervision<br><br><input type="checkbox"/> Handles routinely encountered problems<br><br><input type="checkbox"/> Demonstrates responsible use of resources<br><br>Examples/documentation: _____<br>_____ | <input type="checkbox"/> Demonstrates initiative to improve own expertise<br><br><input type="checkbox"/> Demonstrates initiative to assume additional duties<br><br><input type="checkbox"/> Consistently completes tasks prior to deadlines<br><br><input type="checkbox"/> Leads by example and assists others in reaching departmental goals<br><br><input type="checkbox"/> Recognizes more complex problems and troubleshoots<br><br><input type="checkbox"/> Improves departmental use of resources<br><br>Examples/documentation: _____<br>_____ | <input type="checkbox"/> Improves expertise of others through coaching, mentoring, and in-service presentations<br><br><input type="checkbox"/> Contributes significantly to department’s efficiency by improving systems<br><br><input type="checkbox"/> Anticipates time constraints and seeks opportunities to complete tasks prior to deadlines<br><br><input type="checkbox"/> Leads internal projects/teams<br><br><input type="checkbox"/> Anticipates and works to prevent problems<br><br><input type="checkbox"/> Actively seeks ways to improve financial performance of organization<br><br>Examples/documentation: _____<br>_____ |