

APPENDIX E
Policy #502
PERFORMANCE APPRAISAL

Name: _____

Position: _____

Appraisal Period: _____ to _____

Evaluation of an employee's performance must be conducted in an atmosphere of trust, confidence and support. They are to be open, honest and concise. The evaluation shall be used to assist in any wage negotiations or grid movement, disciplinary action or promotion.

Performance Level Definitions

- | | |
|-----------------------|--|
| 1. Unsatisfactory | Staff operates below standards. |
| 2. Satisfactory | Staff meets all basic requirements of the position. |
| 3. Excellent
above | Staff consistently operates above all standards. Results well
those expected in this position. |
| 4. Outstanding | Extraordinary and exceptional accomplishments. The results
achieved obviously far exceed normal requirements of the post. |

While the following is not a complete list of all the criteria which constitutes an effective employee, it is intended to provide guidelines. These guidelines should assist employees in determining performance expectations. The criteria are not in rank order.

Performance of Duties

- _____ completes assigned duties
- _____ plans and organizes work
- _____ works with minimum supervision
- _____ adapts to changing work demands
- _____ performs work accurately
- _____ completes duties in a timely fashion
- _____ initiative (thinks constructively and makes suggestions)
- _____ creativity (has new ideas and finds new and better ways of doing things)
- _____ receptive to suggestions
- _____ ensures work area is orderly and clean

Comments/actionable items:

Job Knowledge/Skills

- _____ demonstrates knowledge required to perform primary functions
- _____ understands and complies with accepted operational methods and procedures
- _____ demonstrates operational knowledge of required tools/machinery/equipment
- _____ typing/word processing skills: accuracy and neatness
- _____ composition skills, letters, reports, minutes
- _____ filing skills, storage and retrieval
- _____ telephone skills: efficiency and manner
- _____ stats and record-keeping

Comments/actionable items:

Interpersonal Skills

- _____ responds appropriately to Board's decisions
- _____ delegates to other staff effectively
- _____ communicates effectively to and with Board
- _____ communicates effectively to and with other staff
- _____ communicates effectively to and with the public (able to respond in an appropriate, clear, concise, and business-like manner)

Comments/actionable items:

Personal and General Conduct

- _____ attendance (comes to work faithfully, conforms to work hours, and is punctual)
- _____ reliability (follows through on assignments and instructions)
- _____ stability (withstands pressure and remains calm in crisis situations)
- _____ progressive and pro-active in attitude and action
- _____ effort towards self-improvement
- _____ good grooming and appropriate dress for the position

Comments/actionable items:

Training and Development

What training and development has the employee undertaken to improve his/her skills since the previous evaluation and what would be beneficial in the future?

Identify any outstanding qualities and/or areas of improvement not indicated elsewhere in this report.

Average Score

Overall Comments

This rating is based on my observation and/or knowledge of this employee's work and represents my best judgment of this person's performance.

_____ Name	_____ Date
_____ Name	_____ Date

Employee's Comments

I have been made aware of the Board's comments and recommendations. My signature on this document does not mean that I agree or disagree with the information but appears as a matter of record that I have been made aware of this information. I have the right to add any additional information that I wish to this Appraisal. A copy of the completed form is available to me upon request. I confirm that the "Questionnaire Goal-Setting Session" has been completed in conjunction with this Performance Appraisal.

_____ Signature of Employee	_____ Date
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Amended May 14, 2022