

END-OF-YEAR PERFORMANCE EVALUATION

Employee Name		Position Title	
Supervisor		Program(s)	
Evaluation Period	From	To	Today's Date

Instructions: This performance evaluation is a record of the essential functions and performance expectations of the listed position title. It provides the employee and supervisor a clear understanding and feedback on the performance of the employee. Our positions are always changing to some degree, and the existence of the approved performance evaluation is not intended to limit normal change and growth.

Definitions for Performance Ratings (goal ratings use a different rating system)

5 – Outstanding Performance	Always carries out Examples of Work Performed listed in position description and/or expectations of supervisor. Unique and exceptional contributions, and supervision is very seldom needed. Has less than a 1% error rate on work product, accuracy is excellent, quantity and quality of work produced is outstanding, helping out coworkers without prompts and consistently taking on extra work. This rating is given only for consistently outstanding performance.
4 – Exceeds Expectations	Carries out all/most of the Examples of Work Performed listed in position description and/or expectations of supervisor. Consistently demonstrates enthusiasm and pride in their work and with little supervision needed. Exceeds job requirements. Accomplishments are regularly above expected levels. Performance at a level beyond expectations is sustained, and quality of work is uniformly high. High levels of accuracy and work productivity, takes pride in work and strives to improve work performance. Overall quality of work is excellent .
3 – Meets Expectations	Regularly carries out the Examples of Work Performed listed in position description and/or expectations of supervisor. May look to others for guidance or specific direction. Meets <i>essential</i> areas of responsibility. Does not require constant supervision, error rate is acceptable, documentation is completed on time with minimal errors. Clearly and fully meets all the requirements of the position in terms of quality and quantity of work. Performance is described as good, solid performances, with thorough results. Consistently dependable performance.
2 – Improvement Needed	Generally accomplishes most of the Examples of Work Performed listed in position description and/or expectations of supervisor. Performance must improve in order to be acceptable. Lack of dependability/accountability in this area. Guidance and specific direction is regularly needed. Is not as careful in checking work product for errors as they could be, tends to miss small errors in work product, required documentation is completed late or is only partially complete. Needs improvement.
1 – Unacceptable Performance	Does not carry out almost all of the Examples of Work Performed listed in position description and/or expectations of supervisor. Performance is unacceptable in this area, and immediate correction/performance counseling is necessary. Performance is consistently below what would normally be expected. Has made frequent errors that are harmful to District business, supervisor has received numerous complaints about the quality of work, quality of work produced is unacceptable, does not complete required documentation.

All ratings require written justification. In addition, a rating of Improvement Needed or less must be listed as a goal for next evaluation period.

I. Position-Specific Functions/Performance Expectations	
The essential functions and performance expectations described here are representative of those an employee encounters while performing the functions of the position. An employee may be required to perform other functions as assigned, which are not listed. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions and performance expectations.	
	Rating
Position Knowledge Understands the functions, expectations and responsibilities of the job, policies, procedures, and standards of the District. Comprehends how the job interrelates with the District and its mission, core values, and guiding principles.	
Position Performance Performs the functions, expectation and responsibilities of the position thoroughly, accurately, and efficiently while exhibiting the required skills and abilities of the position.	
Employee's Self Evaluation – Position-Specific Functions/Performance Expectations	
<i>Instructions for Employee: Use this space to describe your position knowledge and performance during this evaluation period.</i>	
Supervisor's Comments – Position-Specific Functions/Performance Expectations	
<i>Instructions for Supervisor: Use this space to document comments/examples to support the ratings from above.</i>	

II. District Core Values	
The District’s core values are required knowledge, skills, and abilities that an employee must possess in order to successfully perform job functions that are essential to operations of the District.	
	Rating
Responsibility Responsible and accountable for using resources wisely.	
Partnership Works in teams and partnerships.	
Diversity Responsibility to respect and serve all, respect and value the diverse background, skills, and contributions of all employees.	
Communication Practice clear, open, and honest communication to promote a creative and productive workplace.	
Confidentiality Maintains confidentiality of personal, sensitive, or privileged information.	
Service Are here to be of service to clients, community, and constituents.	
Employee’s Self Evaluation – District’s Core Values	
<i>Instructions for Employee: Use this space to describe your adherence with the District’s core values during this evaluation period.</i>	

Supervisor's Comments – District's Core Values

Instructions for Supervisor: Use this space to document comments/examples to support the ratings from above.

III. Goal Achievement

The three goals identified at the beginning of the evaluation in the Goal-Setting Worksheet period incorporate specific tangible projects and responsibilities that are outside of routine duties. Was the employee able to complete the goals identified at the beginning of the evaluation period?

Definition for Goal Ratings

3 – Goal Met	Goal was fully achieved.
2 – Partially met	One or more dimensions of the goal were not achieved.
1 – Needs improvement	Most or all dimensions of the goal were not achieved.
0 – Not applicable	This goal is no longer applicable.

	Rating
Goal #1 – Copy goal from worksheet to space below	
Goal #2 - Copy goal from worksheet to space below	

Goal #3 - Copy goal from worksheet to space below	
Employee's Self Evaluation – Goal Achievement	
<i>Instructions for Employee: Use this space to describe your achievement of the goals identified at the beginning of the evaluations period.</i>	
Supervisor's Comments – Goal Achievement	
<i>Instructions for Supervisor: Use this space to document comments/examples to support the ratings from above.</i>	
IV. Management Functions/Performance Expectations	
The management functions/performance expectations described here are representative of those a supervisor/manager encounters while performing the functions of the job. A supervisor/manager may be required to perform other functions as assigned, which are not listed. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions and performance expectations.	
	Rating
Facilitates (i.e., planning, organizing, implementing, directing, communicating, monitoring, and evaluating) organizational activities and functions of the area over which the manager is assigned responsibility to accomplish desired goals and objectives.	
Employee's Self Evaluation – Management Functions/Performance Expectations	
<i>Instructions to Employee: Use this space to describe your management knowledge and performance during this evaluation period.</i>	

Supervisor's Comments – Management Functions/Performance Expectations

Instructions for Supervisor: Use this space to document comments/examples to support the ratings from above.

Performance Rating Summary

Instructions to Supervisor: Add the ratings and divide by the number of sections used (3 for non-management staff and 4 for supervisory employees).

	Rating Given
I. Position-Specific Function/Performance Expectations	
II. District Core Values	
III. Goal Achievement	
IV. Management Functions/Performance Expectations	
Number of areas scored	
Overall Performance Rating (total/number of areas scored)	

I acknowledge that this performance evaluation was reviewed and discussed with me. If I disagree with the outcome of this performance evaluation, I can submit a formal response to the evaluation, which will be placed in my personnel file along with this evaluation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____