



Confidential/Coord/Specialists Employee Evaluation Form

Evaluator(s):

Position title/department:

Performance Rating Guide

R = Role Model. Results exceed expectation and goals on a consistent basis. Makes significant contributions well beyond requirements. Serves as role model for peers

E = Exceeds Standards. Frequently goes beyond the standards for the position. Can consistently be counted on to produce quality results.

M = Meets Standards. Achievements are fully and consistently on target. Goal fully met. Describes performance of majority of employees. Makes a valuable contribution. Is fully competent.

D = Developing. Results are usually on target. Goal partially met. May need occasional support. Still learning how to perform responsibilities independently.

I = Improvement Required. Improvement clearly needed. Little progress made toward goal. Is inconsistent in performance and requires excessive supervision. An action plan for improvement in this area needed.

Key Responsibilities, Goals and Special Projects

Key Job Responsibilities, Goals and Special Projects - what was accomplished this year?

It's now time to evaluate how successful you were in fulfilling your job specific responsibilities/assignments and goals. What can be learned for future goals and development?

Canby Confidential/Coord/Specialists - Key Responsibilities

Criteria	R	E	M	D	I
To what degree were key responsibilities met?					
Enter Notes					
Rubric Score: 0/0					

Comments: What contributed to the level of result reached in this area?

Canby Confidential/Coord/Specialists - Goals

Criteria	R	E	M	D	I
Goal #1:					
Enter Notes					
Goal #2:					
Enter Notes					
Goal #3:					
Enter Notes					
Special Projects					
Enter Notes					
Rubric Score: 0/0					

Comments: what contributed to the level of result reached in goals and special projects?

Part B: Core Behavioral Competencies

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The core competencies are the accountabilities shared by all employees. They are the behavioral skills and abilities integral to Canby's core values and mission:

Canby Confidential/Coord/Specialists - Accountability

Criteria	R	E	M	D	I
Creating Quality Results					
	Enter Notes				
Assuming responsibility for actions and outcomes					
	Enter Notes				
Innovative problem solving and decision making					
	Enter Notes				
Rubric Score: 0/0					

Comments on accountability:

Canby Confidential/Coord/Specialists - Overall Rating Accountability					
Criteria	Role Model	Exceeds Standards	Meets Standards	Developing	Improvement Required
Overall Rating for Accountability					
Enter Notes					
Rubric Score: 0/0					

Canby Confidential/Coord/Specialists - Communication Effectiveness						
Criteria	R	E	M	D	I	
Listens for understanding, looks for multiple perspectives						Enter Notes
Written and verbal communication skills						
						Enter Notes
Give and receive constructive feedback						
						Enter Notes
Rubric Score: 0/0						

Comments on communication effectiveness:

Canby Confidential/Coord/Specialists - Overall Rating Communication Effectiveness					
Criteria	Role Model	Exceeds Standards	Meets Standards	Developing	Improvement Required
Overall Rating for Communication Effectiveness					
	Enter Notes				
	Rubric Score: 0/0				

Canby Confidential/Coord/Specialists - Collaboration and Teamwork					
Criteria	R	E	M	D	I
Creates a positive, constructive work environment, collaborates with others					
	Enter Notes				
Partnership oriented					
	Enter Notes				
Effective conflict resolution					
	Enter Notes				
Rubric Score: 0/0					

Comments on collaboration and teamwork:

Canby Confidential/Coord/Specialists - Overall Rating Collaboration and Teamwork					
Criteria	Role Model	Exceeds Standards	Meets Standards	Developing	Improvement Required
Overall Rating for Collaboration and Teamwork					
Enter Notes					
Rubric Score: 0/0					

Canby Confidential/Coord/Specialists - Customer Service					
Criteria	R	E	M	D	I
Customer Service					
Enter Notes					
School and student focused:					
Enter Notes					
Adaptable to changing environment					
Enter Notes					
Rubric Score: 0/0					

Comments on Customer Service:

Canby Confidential/Coord/Specialists - Overall Rating Customer Service					
Criteria	Role Model	Exceeds Standards	Meets Standards	Developing	Improvement Required
Overall Rating for Customer Service					
Enter Notes					
Rubric Score: 0/0					

Overall Performance Rating

Canby Confidential/Coord/Specialists - Overall Performance Rating					
Criteria	Role Model	Exceeds Standards	Meets Standards	Developing	Improvement Required
Overall Performance Rating					
Enter Notes					
Rubric Score: 0/0					

Strengths and areas for development

Based on the employee’s performance during the evaluation period, identify their 2-3 greatest strengths?

Based on the employee’s performance during the evaluation period, identify their 2-3 most important development areas?

Signatures

Note: *The employee's signature is an acknowledgement of the completed review process.

Employee Date:



Employee Signature*:

Supervisor's Date:



Supervisor's Signature:

Additional Date:



Additional Signature:

