

Part #1 APPRAISAL OF SPECIFIC NEGOTIATED OBJECTIVES

List and evaluate employee performance in completing specific objectives set for employee for this evaluation period. (negotiated with employee during previous evaluation).

	objectives		
	exceeded	met	not met
Continue to work with Service Providers in all areas as needed, including monitoring files and providing over site to ensure that the area remains in compliance.	X		
Assist customers at the One Stop Center with WIOA eligibility and refer to proper Service Providers, as well as other agencies for assistance as needed.	X		
Continue to seek out further training in different areas to help me better serve customers and better serve my employer		X	

Part #II General Appraisal of Employee Performance

			performance evaluation		
			Exceeds expectations	Meets expectations	Needs to improve
1	Job Knowledge	Possesses knowledge of duties and responsibilities for current position. Asks questions when unsure.	X		
2	Productivity	Generates and successfully completes the amount of work expected and agreed to for the position and job description	X		
3	Quality	Work generated is complete, correct and accurate. Work is presented in a logical format and conforms to program requirements	X		
4	Initiative	Consistently seeks improved methods. Self motivated, requires minimal direction for routine tasks.	X		
5	Use of Time	Uses available time wisely, punctual in reporting to work. Accomplishes work on or ahead of schedule. Conducts personal business away from office.	X		
6	Planning	Establishes logical priorities. Sets realistic objectives. Anticipates future requirements and projects.		X	
7	Follow –up	Maintains control of workloads, allocates resources to insure assignments are completed timely and accurately. Provides timely input into co-worker’s projects, as required.		X	
8	Human Relations	Promotes harmony and cordial working environment. Displays an interest in assisting co-workers. If asking for assistance respects schedules and priorities of co-workers.	X		
9	Leadership	Communicates effectively. Sets example of professional attitude and behavior. Makes decisions within limits of authority. Informs co-workers of those decisions.		X	
10	Communication	Provides guidance and instructions in an understandable manner. Relays phone requests, instructions, and messages to co-workers in a clear, complete and timely manner.	X		

PART #III EXPLANATION OF RATINGS CHECKED IN PART 1 AND PART II

(Describe outstanding achievements and/or reasons for 'Not Met' or 'Needs Improvement' ratings)(include remedial action)

PART IV EMPLOYEE OBJECTIVES FOR NEXT REPORTING PERIOD

(Ranked in priority order)

Continue to work with Service Providers in all areas as needed, including monitoring files and providing over site to ensure that the area remains in compliance.

Assist customers at the One Stop Center with WIOA eligibility and refer to proper Service Providers, as well as other agencies for assistance as needed.

PART V EMPLOYEE COMMENTS

PART VI SIGNATURES

- I DO CONCUR WITH THIS EVALUATION
- I DO NOT CONCUR WITH THIS EVALUATION

EMPLOYEE SIGNATURE

DATE

I HAVE PERSONALLY DISCUSSED THE CONTENTS OF THIS DOCUMENT WITH THE EMPLOYEE AND DO DO NOT RECOMMEND EMPLOYEE FOR AN INCENTIVE AND OR SALARY INCREASE, FUNDS PERMITTING.

EXECUTIVE DIRECTOR SIGNATURE

DATE

Executive Director's Notes: Rita's knowledge continues to be an asset to the area. Her presence at the OneStop center is a vital part of the system and plays an important role in delivering services.