

MIS Form #366 Rev. 8/22

Employee ID Number	
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Job Title	

Department

Instructions: Please assess the employee's performance during the past year on each item by checking the appropriate box based on the rating key below. Please provide supporting comments for each area evaluated.

			Rating Key
RATING	VALUE	DEFINITION	Examples
OUTSTANDING	5	Employee consistently exceeds the performance expectations of the position.	 Requires little or no supervision in accomplishing tasks and seeks opportunities to enhance the organization. Possesses highly advanced job knowledge. The employee is relied upon to solve complex problems and applies creativity and innovative approaches in formulating solutions.
ABOVE EXPECTATIONS	4	Employee consistently meets and often exceeds the performance expectations of the position.	 Requires minimal supervision in accomplishing tasks. Possesses a thorough knowledge of the job and often solves or assists in solving complex problems.
MEETS EXPECTATIONS	3	Employee consistently meets and may occasionally exceed performance expectations of the position.	 Requires moderate supervision from management in accomplishing tasks. Possesses sufficient knowledge and/or initiative to execute duties and responsibilities.
BELOW EXPECTATIONS	2	Employee exhibits inconsistent job performance but has the capacity to improve to meet the performance expectation of the position.	 Sometimes requires close supervision where he/she should be operating on his/her own. Sometimes lacks the initiative, and/or job knowledge to execute his/her duties and responsibilities.
FAR BELOW EXPECTATIONS	1	Employee consistently fails to meet performance expectations.	 Requires close supervision and his/her work requires continual correction. The employee's job knowledge is insufficient to meet daily requirements.
N/A	None	Not applicable or unable to determine.	

	Outstanding	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations	
Column Point Value – Mark the applicable column with an "x"	5	4	3	2	1	NA
1. Leadership						
Sets challenging goals; delegates and coordinates effectively; promotes innovation in achieving goals; sets examples for and motivates subordinates to have positive attitude towards mission, operational changes, and initiatives.						
Comments:						



	Outstanding	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations	
Column Point Value – Mark the applicable column with an "x"	5	4	3	2	1	NA
2. Vision & Values						
Demonstrates and reinforces fundamental values of fairness, cooperation, respect, commitment, excellence, honesty, teamwork, and mission.						
Comments:	1					

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4. Professionalism & Human Relations Skills			
Develops and maintains effective working relationships with staff, collegaues and direct supervisor; keeps others informed; deals effectively with conflict. Conducts him/herself in a professional manner including communication, appearance, and approachability. Demonstrates understanding of the importance of maintaining a professional demeanor in relationships to overall impression of the organization.			
Comments:			

5. Decision Making			
Employs effective strategies to analyze issues comprehensively; makes timely, practical decisions.			
Comments:			



	Outstanding	Above Expectations	Meets Expectations	Below Expectations	Far Below Expectations	
Column Point Value – Mark the applicable column with an "x"	5	4	3	2	1	NA
6. Strategic Thinking & Planning						
Plans organizational goals, standards, and measurements criteria; monitors procedures to review progress; timely achieves planned goals.						
Comments:	1					<u> </u>

7. Quality Work Product				
Produces reports, correspondence, presentations, and other work product that meets the intended objectives, demonstrates professional competency, and reflects acceptable quality.				
Comments:		1	1	1

8. Communications			
Develops clear, well-organized and logical presentations; reduces complex issues to the simplest terms; is sensitive to audience levels, and adjusts accordingly.			
Comments:			

9. Reliability						
Uses time effectively; demonstrates good attendance record including punctuality.						
Comments:	<u> </u>	<u> </u>	<u></u>	<u> </u>	<u></u>	<u> </u>



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Column Point Value – Mark the applicable column with an "x"	5	4	3	2	1	NA
10. Initiative						
Acts independently, uses time effectively, and is personally well-organized; stretches personal resources; builds upon strengths; works on deficiencies; and is motivated to succeed; uses creativity, innovation, and persistence to achieve positive results.						
Comments:						

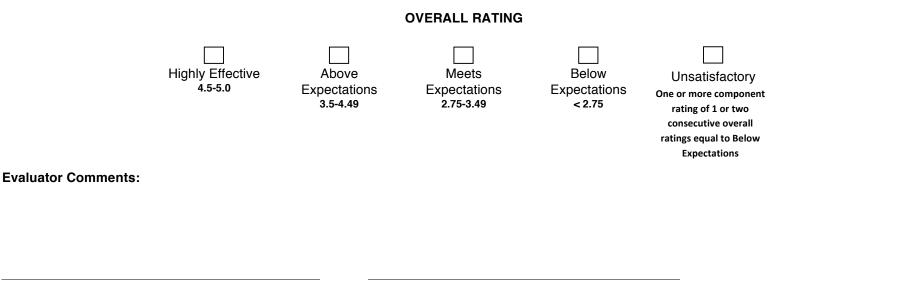
11. Applied Knowledge & Technical Skills			
Possesses up-to-date knowledge of methods, techniques, and skills required in position held; applies and implements specific methods, procedures, and techniques in functional area; uses knowledge acquired through education, experience, or professional development to understand how to complete tasks.			
Comments:			

12. Human Resources Development			
Selects qualified people; matches employee skills and abilities with job requirements; identifies, develops, and improves technical skills of subordinates; evaluates subordinates by encouraging regular discussion of performance, taking appropriate/timely action with unsatisfactory performance, and recognizing/rewarding good performance; actively supports, recognizes, and coordinates a diversified workplace.			
Comments:			

13. Budget Management			
Maintains appropriate budgetary controls; aligns budgetary decisions with district strategic plan and goals; monitors activities and operates within established budget; justifies costs and benefits; makes appropriate and timely budgetary recommendations.			
Comments:			



Column Point Value	5	4	3	2	1	N/A
Column Subtotals: Indicate the number of marks in each column.						
Column Point Totals : Represents the column subtotal multiplied by the corresponding column point value in each column (n/a excluded)						
OVERALL POINT VALUE: Represents the average of all points awarded, excluding criteria not applicable (n/a).						



Evaluator Signature/Date

Signature of Evaluator's Supervisor/Date

Employee Comments:

Employee Signature/Date

By signing above, I acknowledge receipt of this completed evaluation form, which will be stored in my official personnel file. My signature does not constitute agreement regarding any ratings or comments made herein. By signing above, I also acknowledge that this completed evaluation form is subject to disclosure under Florida's public records laws.