

ERLC Administrative Staff Performance Evaluation

Name:

Year:

Performance Indicator Codes:

- (1) Exceeds the standard or expectations**
- (2) Meets the standard or expectations**
- (3) Area for growth/focus**
- (4) Does not meet standards or expectations**

1 COMMUNICATION SKILLS

Indicators:

- _____ Written skills are clear and concise.
- _____ Demonstrates courtesy, tact, respectfulness.
- _____ Communicates and interacts effectively with the public, and other staff members.
- _____ Understands and conveys important messages clearly.

Staff Comment: (Include date)

Supervisor Comment: (Include date)

2 JOB PERFORMANCE

Indicators:

- _____ Plans and organizes work with short/long term goals.
- _____ Ability to ask for assistance when needed.
- _____ Follows recognized ERLC practices and procedures.
- _____ Meets required standards of quality.
- _____ Demonstrates desire to learn new methods and techniques.
- _____ Adapts readily to changing work demands.
- _____ Completes tasks thoroughly and on time and offers assistance to others when needed.
- _____ Demonstrates knowledge of computer equipment/technology/tools.
- _____ Does what needs to be done without being asked.
- _____ Shows initiative to develop or implement new ideas or methods in consultation with the team.
- _____ Demonstrates sound decision-making.
- _____ Conveys a professional image to the public.
- _____ Demonstrates knowledge of office etiquette: (Punctuality, dress appropriately, stay away from gossip, ask before borrowing, and say please and thank you, don't consistently interrupt people, refrain from being loud, and be sensitive to others' need for privacy, keep your work area tidy).
- _____ Meets required skills to manage individual program budgets in consultation.
- _____ Works with minimal supervision.
- _____ Adapts accordingly to apply appropriate word processing skills.
- _____ Demonstrates ability to accept and handle constructive feedback.

Staff Comment: _____

Supervisor Comment: (Include date)

3 LEADERSHIP AND TEAM SKILLS

Indicators:

- ____ Displays enthusiasm and confidence.
- ____ Provides regular feedback and support to staff/team members.
- ____ Delegates responsibility as needed.
- ____ Communicates information clearly.
- ____ Identifies areas for growth.

Staff Comment: _____

Supervisor Comment: (Include date)

4 PERSONAL CHARACTERISTICS/ATTRIBUTES

Indicators:

- ____ Demonstrates a respectful and caring attitude towards others.
- ____ Demonstrates interest and enthusiasm.
- ____ Addresses problems in a helpful and constructive manner.
- ____ Responds positively to the supervisor's directions.
- ____ Acts as an appropriate role model for others.
- ____ Takes responsibility for own growth and development.
- ____ Accepts responsibility for actions.
- ____ Respects confidentiality.
- ____ Demonstrates sound judgment.
- ____ Demonstrates consistent attendance/punctuality and reliability.

Staff Comment: _____

Supervisor Comment: (Include date)

ADDITIONAL COMMENTS:

