

TWO-WAY PERFORMANCE EVALUATION

NAME: FIRST LAST POSITION TITLE GS/STEP
Reason for evaluation [ ] Annual Assessment [ ] Other: Performance Period: from m/y to m/y Department

Directions: Supervisor and employee will use this same form to evaluate the performance of the employee for the period indicated. Using the rating system below, supervisor and employee will each place their rating in the column provided. An additional column allows both individuals to reconcile rating through discussion of each item of performance. Responses to items on page 2 should reflect explanation of ratings and plan of action to reward and/or correct performance agreed upon. This form is not valid unless signed by both supervisor and employee. Legend: S=supervisor E=Employee A=Agreed reating upon discussion

Rating: 5(Excellent) 4(above satisfactory) 3(satisfactory) 2(below satisfactory) 1(unsatisfactory)

PRODUCTIVITY S E A

- 1 QUALITY: Meets internal/external position requirements job objectives & responsibilities with minimum supervision.
2 PRODUCIBILITY: Meets department goals reflecting overall objectives of ASCC during this time period.
3 MEETING DEADLINES: Promptly completes assignments in order to meet quality and productivity goals.
4 PLANNING AND ORGANIZATION: Develops and evaluates course of action with realistic objectives and time frame.
5 CONTROL OF COSTS/BUDGETS: Works within budget and suggests cost-saving improvements.
6 DECISION MAKING: Makes decisions and takes responsibility for them; avoids procrastinating.
7 PROBLEM-SOLVING: Diagnoses problems quickly. Accurately recommends/implement effective solutions.
Documents analyses and results

INTERACTIVE SKILLS

- 8 ORAL COMMUNICATION: Maintains or enhances the self-esteem of others, listens and responds with empathy, transmits information clearly. Answers inquiries accurately and in a timely manner.
9 WRITTEN COMMUNICATION: Produces concise, readable reports, memos, and so forth in a timely manner.
10 TRAINING AND DEVELOPMENT: Improves job performance through training and seeks opportunities for growth through special assignments, individual initiative and expense.
11 TEAM BUILDING: Stresses and develops cooperation among co-workers, ASCC employees and community.
12 PROJECT LEADERSHIP: Gives clear directions, explains reason for decisions, solicits input from co-workers to maximize group capabilities.

ADDITIONAL RESPONSIBILITIES

- 13 SAFETY EFFECTIVENESS: Maintains a clean, safe and accident-free work environment. Obeyes all safety rules.
14 ETHICAL CONDUCT: Promotes, supports, and adheres to all ASCC policies and business conduct guidelines.
15 ATTENDANCE: Present at work on time every scheduled day and does not leave early without approval.
16 PROFESSIONAL DEVELOPMENT: Strives to improve own level of competence, keeps abreast of new developments and continues educational pursuits.
17 PERSONAL APPEARANCE: Dresses appropriately of type of work assignment and position at ASCC.

**EXPLANATION OF RATINGS: Provide specific behavioral examples of each strength or problem area.**

**ACTION PLANS FOR THE COMING PERIOD (BASED ON THIS REVIEW) TO CORRECT PROBLEM AREAS:**

**ACTION PLANS FOR THE COMING PERIOD TO MEET AGREED UPON PERSONAL AND ASCC OBJECTIVES**

**EMPLOYEE REVIEW:**  
Please check (☑) the appropriate box below

**SUPERVISOR REVIEW:**  
Please check (☑) the appropriate box below

- I am in agreement with the evaluation.
- I am in agreement with the evaluation with the exceptions noted below.
- I disagree with the evaluation as noted below.

- I am in agreement with the evaluation.
- I am in agreement with the evaluation with the exceptions noted below.
- I disagree with the evaluation as noted below.

COMMENTS:

COMMENTS:

NEXT STEP INCREMENT: \_\_\_\_ YES \_\_\_\_ NO

SIGNATURES: \_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Employee Date

Reviewed by: \_\_\_\_\_  
Department Dean/Director Date

\_\_\_\_\_  
Human Resource Director Date