



## PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rater) – VALUES

**VALUES:** Demonstrates behaviors and judgments. **(Comments mandatory for all "NO" entries.)**

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| 1. <b>SERVICE OVER SELF:</b> Places subordinates and organization mission before self in actions, behavior, judgments.                                     | YES | NO |
| 2. <b>EMBRACE CHANGE:</b> Opens pathways to opportunity, operates comfortably in a contemporary, dynamic environment, challenges convention appropriately. | YES | NO |
| 3. <b>COURAGE:</b> Endeavors where we may not otherwise go, confronts difficult situations; makes tough calls and stands by them.                          | YES | NO |
| 4. <b>EXPECT EXCELLENCE IN ALL:</b> Sets high expectations for self and others; honors quality contributions of others.                                    | YES | NO |
| 5. <b>LOVE, LIVE, LEARN:</b> Exhibits dignity and respect for all, seeks self-improvement, takes personal responsibility.                                  | YES | NO |

**VALUES COMMENTS BELOW:**

Criteria	Performance	Rating
<b>Safety</b>	Demonstrates a commitment to safety by following rules and guidelines.	
	Performs work using safety equipment required for the task.	
	Takes proper care of equipment.	
	Follows good housekeeping practices.	
	Reports any unsafe condition to supervisor.	
	Meets requirements of 100% participation in safety training.	
	Encourages and assists others to follow safe work habits.	
<b>Productivity</b>	Properly uses materials and equipment to effectively and efficiently complete varying workload in a timely fashion	
<b>Attendance and Punctuality</b>	Regular and punctual attendance with tools and equipment ready to complete task.	
	Individual is on task when scheduled and remains for the duration of the shift.	

<b>Quality of Work</b>	Understands the role that quality plays in customer satisfaction.	
	All repair tasks are performed to meet district standards	
	Considers accuracy and the appearance of work, committed to producing product and to continuous improvement efforts.	
	Recognizes and learns from mistakes, taking appropriate action to reduce errors.	
	Shows ability to analyze complex problems.	
<b>Customer service</b>	Takes responsibility for decisions, actions and results; delivers on commitments to customers.	
	Communicates accurately and honestly in an open, candid, and respectful manner.	
<b>Training</b>	Takes advantage of appropriate training opportunities.	
	Has completed and passed all required training in a timely manner.	

<b>Integrity</b>	Demonstrates a commitment by adhering to the stated values.	
	Does the right thing, conducts business in an ethical manner in accordance with SPPS conduct guidelines.	
	Understands and follows protocols when communicating with individuals in the chain command.	
<b>Teamwork</b>	Builds trust by respecting the ideas and contributions of everyone; works well with others.	
	Contributes to positive morale, spirit within the team; and embraces diverse and global cultures and ideas.	
	Coaches and encourages others on a regular basis.	
<b>Supervisor/Foreman Leadership</b>	Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information.	
	Proactively communicates to managerial staff any and all potential issues on a daily basis.	
	Utilizes CMMS software system to view and schedule staff work orders.	
	Updates list for deferred maintenance and adds to or modifies list as needed.	

**PART V - INDIVIDUAL PERFORMANCE OBJECTIVES  
AND POTENTIAL EVALUATION IMPROVEMENT  
(LIST PERFORMANCE GUIDELINES HERE)**

**INDIVIDUAL PERFORMANCE OBJECTIVES**

a. EVALUATE THE EMPLOYEES PERFORMANCE DURING THE RATING PERIOD.  
RATE THE PERFORMANCE OBJECTIVES BASED ON

MEETS STANDARD

EXCEEDS STANDARD

NEEDS IMPROVEMENT

(An improvement plan may be developed)

b) RATER COMMENTS: WRITE COMMENTS TO SUPPORT YOUR RATING

c.      START WORK PLAN      NO WORK PLAN      COMMENTS:

Start Date

Follow-up (90 days)

Date:

RECOMMENDATION FOR IMPROVEMENT:

## **PART VI - PROFESSIONAL DEVELOPMENT**

a. FORMAL CLASSES OR TRAINING  
EMPLOYEE ATTENDED DURING RATING  
PERIOD

b. PLANNED FORMAL TRAINING/  
PROFESSIONAL DEVELOPMENT  
NEXT RATING PERIOD.

WHEN COMPLETE, EMAIL THIS FORM TO THE REVIEWER (YOUR SUPERVISOR). THE REVIEWER WILL EITHER RETURN THE FORM TO YOU APPROVED, OR ASK YOU TO MAKE CHANGES. ONCE APPROVED, YOU MAY SCHEDULE THE PERFORMANCE EVALUATION WITH THE EMPLOYEE.

AFTER THE PERFORMANCE EVALUATION HAS BEEN COMPLETED, ATTACH THIS FORM IN AN EMAIL TO [HRPerf.Eval@spps.org](mailto:HRPerf.Eval@spps.org)