



TRADES EMPLOYEE EVALUATION FORM INSTRUCTIONS

PART I - ADMINISTRATIVE DATA

USING YOUR MOUSE, CLICK IN EACH FIELD TO ENTER APPROPRIATE INFORMATION. DO NOT USE THE TAB KEY TO MOVE FROM FIELD TO FIELD.

PART II - AUTHENTICATION DATA

- a. TYPE YOUR NAME, TITLE, SIGNATURE AND DATE.
- b. EMPLOYEE SIGNATURE AND DATE SHOULD BE OBTAINED AT THE TIME OF THE REVIEW.

PART III - JOB DESCRIPTION

- a. ENTER THE JOB TITLE OF THE EMPLOYEE BEING RATED.
- b. ENTER THE EFFECTIVE DATE OF THE JOB DESCRIPTION FOR THE EMPLOYEE YOU ARE EVALUATING.
- c. ENTER THE CORRESPONDING JOB CODE FOR THE EMPLOYEE BEING EVALUATED. YOU MAY OBTAIN THIS CODE BY ACCESSING THE JOB INFORMATION PAGE IN PEOPLESFT.
- d. TYPE OR PASTE A COPY OF THE JOB DESCRIPTION IN THIS FIELD THAT YOU OBTAINED FROM THE BUSINESS OFFICE WEBSITE AT:
www.businessoffice.spps.org/forms

PART IV – PERFORMANCE – CHARACTER – VALUES

GENERAL INSTRUCTIONS

IN THIS SECTION YOU ARE CREATING A WRITTEN REPRESENTATION OF THE PERSON BEING EVALUATED.

- A. VALUES** - SELECT THE "YES" OR "NO" RADIO BUTTON THAT DESCRIBES THE BEHAVIORS AND JUDGMENTS OF THE INDIVIDUAL. ANY VALUES ASSESSED "NO" REQUIRE COMMENTS. (e.g. Service Over Self - Rarely places organization over personal interests in judgments and decisions).

B. COMPETENCY

GENERAL INSTRUCTIONS

IN THIS SECTION CHOOSE THE APPROPRIATE RATING BASED ON THE RATING SCALE BELOW. PROVIDE EXAMPLES ON HOW EMPLOYEE MEETS, EXCEEDS OR NEEDS IMPROVEMENT IN THIS AREA.

RATE ALL OF THE CRITERIA BASED ON WHAT YOU HAVE OBSERVED. WRITE COMMENTS TO SUPPORT RATING IN THE COMMENT SECTION PROVIDED.

RATING: MEETS STANDARD
 EXCEEDS STANDARD
 NEEDS IMPROVEMENT

PART V – INDIVIDUAL PERFORMANCE OBJECTIVES AND POTENTIAL EVALUATION IMPROVEMENT

- a. CHECK THE BOX THAT BEST DESCRIBES THE EMPLOYEES PERFORMANCE RATING DURING THE RATING PERIOD, MEETS STANDARD, EXCEEDS STANDARD, OR IMPROVEMENT.
- b. RATER COMMENTS: ENTER COMMENTS RELATING TO PERFORMANCE AND FOR ALL "NEEDS IMPROVEMENT".

RATINGS: MEETS STANDARD
 EXCEEDS STANDARD
 NEEDS IMPROVEMENT

- c. CHOOSE THE APPROPRIATE CHECK BOX THAT INDICATES OVERALL RATING:

START WORK PLAN OR NO WORK PLAN. IF WORK NO WORK PLAN IS CHOSEN CONTINUE TO **PART VI** OF THE EVALUATION FORM. IF A WORK PLAN IS CHOSEN, ENTER THE FOLLOWING:

1. The effective date of the Work Plan.
2. The effective date for follow-up.
3. Recommendations for improvement as necessary.

PART VI - PROFESSIONAL DEVELOPMENT

- a. ENTER ANY FORMAL CLASSES THE EMPLOYEE ATTENDED DURING THE RATING PERIOD IN THE COMMENT BOX.
- b. ENTER PLANNED TRAINING/PROFESSIONAL DEVELOPMENT RECOMMENDATIONS FOR THE NEXT RATING PERIOD IN THE COMMENT BOX.
- c. LIST THREE FUTURE ASSIGNMENTS FOR WHICH THE EMPLOYEE MAY BE BEST SUITED.

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 THE PERFORMANCE EVAL FORM IN AN EMAIL TO: HRPerf.Eval@spps.org

THE DOCUMENT WILL BE ATTACHED TO THE EMPLOYEE SYSTEM OF RECORD.