

SUPERVISORY EMPLOYEE EVALUATION REPORT

PART I - ADMINISTRATIVE DATA

NAME <input style="width: 95%;" type="text"/>	EMPLID <input style="width: 95%;" type="text"/>	DATE OF HIRE <input style="width: 95%;" type="text"/>	LAST PROMOTION <input style="width: 95%;" type="text"/>
LOCATION <input style="width: 95%;" type="text"/>		REASON FOR SUBMISSION <input style="width: 95%;" type="text"/>	
PERIOD COVERED FROM (YYYY/MM/DD) <input style="width: 15%;" type="text"/> THRU (YYYY/MM/DD) <input style="width: 15%;" type="text"/>		RATED MONTHS <input style="width: 15%;" type="text"/>	
PHONE <input style="width: 95%;" type="text"/>		DEPARTMENT <input style="width: 95%;" type="text"/>	
		EMPL EMAIL ADDRESS <input style="width: 95%;" type="text"/>	

PART II - AUTHENTICATION DATA

a. NAME OF RATER <input style="width: 95%;" type="text"/>	TITLE <input style="width: 95%;" type="text"/>	SIGNATURE <input style="width: 95%;" type="text"/>	DATE <input style="width: 95%;" type="text"/>
b. NAME OF INTER-DEPARTMENT RATER <input style="width: 95%;" type="text"/>	TITLE <input style="width: 95%;" type="text"/>	SIGNATURE <input style="width: 95%;" type="text"/>	DATE <input style="width: 95%;" type="text"/>
c. NAME OF REVIEWER <input style="width: 95%;" type="text"/>	TITLE <input style="width: 95%;" type="text"/>	SIGNATURE <input style="width: 95%;" type="text"/>	DATE <input style="width: 95%;" type="text"/>
d. EMAIL ADDRESS <input style="width: 95%;" type="text"/>			
e. EMPLOYEE SIGNATURE <input style="width: 95%;" type="text"/>			DATE <input style="width: 95%;" type="text"/>

PART III - JOB DESCRIPTION

a. JOB TITLE <input style="width: 95%;" type="text"/>	b. EFFECTIVE DATE OF JOB DESCRIPTION <input style="width: 95%;" type="text"/>	c. JOB CODE <input style="width: 95%;" type="text"/>
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d. JOB DESCRIPTION

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rater)

CHARACTER - Disposition of the leader: combination of values, attributes, and skills affecting leader action.

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

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

VALUES COMMENTS BELOW:

b. LEADER ATTRIBUTES / SKILLS / ACTIONS: Using the drop down arrow, select a measurement from each category. Comments are **mandatory** for all "Needs Improvement" entries.

b. 1. ATTRIBUTES Fundamental qualities and characteristics.	1. MENTAL Possesses desire, will, and initiative. <input type="text"/>	2. PHYSICAL Appropriate appearance, decorum. <input type="text"/>	3. EMOTIONAL Displays self-control; calm under pressure. <input type="text"/>
b. 2. SKILLS (competence) Skill development is part of self-development; prerequisite to action.	1. CONCEPTUAL Demonstrates sound judgement critical/creative thinking and reasoning. <input type="text"/>	2. INTERPERSONAL Shows skill with people: coaching, teaching, counseling, mentoring, empowering. <input type="text"/>	3. TECHNICAL Possesses the necessary expertise to accomplish all tasks and functions. <input type="text"/>
b. 3. ACTIONS (LEADERSHIP) Major activities leaders perform: Influencing, operating, improving.			
INFLUENCING Method of reaching goals while operating / improving.	1. COMMUNICATING Displays good oral, written and listening skills for individuals/ groups. <input type="text"/>	2. DECISION-MAKING Employs sound judgment, logical reasoning and uses resources wisely. <input type="text"/>	3. MOTIVATING Inspires, motivates, and guides others toward mission statement. <input type="text"/>
OPERATING Short term mission accomplishment.	4. PLANNING Develops detailed executable plans that are feasible, acceptable, and suitable. <input type="text"/>	5. EXECUTING Shows proficiency, meets task, and takes care of people/resources. <input type="text"/>	6. ASSESSING Uses after-action and evaluation tools to facilitate consistent improvement. <input type="text"/>
IMPROVING Long-term improvement in SPPS, its people and organizations.	7. DEVELOPING Invests adequate time / effort to develop individual subordinates. <input type="text"/>	8. BUILDING Spends time and resources improving teams groups and units; fosters ethical climate. <input type="text"/>	9. LEARNING Seeks self-improvement and organizational growth; envisioning adapting and leading change. <input type="text"/>

Comments:

PART V - PERFORMANCE AND POTENTIAL EVALUATION IMPROVEMENT

a. EVALUATE THE EMPLOYEES PERFORMANCE DURING THE RATING PERIOD.

- Exceeds Standard
- Meets Standard
- Needs Improvement
(An Improvement Plan may be developed)

b. RATER
COMMENTS:

c. Start Work Plan No Work Plan

Start Date

Follow-up
(90 days)

COMMENT:

FUTURE GOALS

COMMENTS:

PART VI - PROFESSIONAL DEVELOPMENT

a. FORMAL CLASSES OR TRAINING EMPLOYEE ATTENDED DURING RATING PERIOD.

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

c. LIST THREE FUTURE ASSIGNMENTS FOR WHICH THIS EMPLOYEE MAY BEST BE SUITED.

1.

2.

3.

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