

# Squaxin Island Tribe

## Annual Evaluation

Employee Name \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

Job Title \_\_\_\_\_

Evaluator's Title \_\_\_\_\_

Department \_\_\_\_\_

Period This Evaluation Covers \_\_\_\_\_

**PERFORMANCE DEFINITIONS:**

1	Unsatisfactory	Performance frequently fails to meet requirements of this position. Falls far below the level of performance expected.
2	Needs Improvement	Day-to-day performance shows significant limitations and a definite need for improvement is noted.
3	Satisfactory	Overall, meets the requirements and the level of performance expected in this position.
4	Exceeds Expectations	Surpasses what is generally expected of employee a majority of the time.
5	Commendable	Clearly and consistently exceeds most requirements of this position. Clearly exceeds the level of performance expected. Consistently superior performance.

**\*\*\*\*\*All Scores of one or five must include a comment\*\*\*\*\***

**PERFORMANCE FACTORS:**

**QUALITY OF WORK**

- Consistently thorough and accurate
- Checks own work for error-free results
- Complies with departmental procedures and practices

1	2	3	4	5	Comments

**ORGANIZATION OF WORK**

- Manages resources (time, dollars) efficiently in producing work
- Effectively plans, schedules and monitors the progress of work
- Effectively prioritizes assignments
- Meets deadlines without causing undue disruption or stress
- Makes timely decisions

1	2	3	4	5	Comments

**INTERNAL/EXTERNAL SERVICE**

1	2	3	4	5	Comments

Recognizes that service is being provided to the Tribal Community  
 Consistently and uniformly provides services  
 Shows initiative in meeting needs


**JOB KNOWLEDGE/TECHNICAL SKILLS**

Effectively utilizes necessary knowledge and skills to perform duties  
 Appropriately exercises decision making authority  
 Stays current and understands relevant job changes and developments

1	2	3	4	5	

**TEAMWORK**

Offers ideas and suggestions on improving team performance  
 Positive impact on department morale

1	2	3	4	5	

**COMMUNICATION SKILLS**

Listens effectively  
 Writes clearly and convincingly  
 Speaks clearly and convincingly

1	2	3	4	5	

**INITIATIVE**

Is a self-starter  
 Takes reasonable action using own judgment  
 Demonstrates enthusiasm and persistence  
 Demonstrates self-reliance and resourcefulness

1	2	3	4	5	

**ADAPTABILITY**

Is flexible and open to change  
 Adjusts readily to learn new procedures  
 Accepts and effectively executes unusual or “rush” tasks

1	2	3	4	5	

**ACCEPTING DIRECTION**

Understands and accepts authority  
 Is able to learn through guidance  
 Carries out instructions in a positive manner

1	2	3	4	5	

**DEPENDABILITY**

	1	2	3	4	5	Comments
Attendance						
Observes company office hours and break schedules						

**OTHER FACTORS**

	1	2	3	4	5	

Total Number of boxes checked in each column for first three pages.						= number of questions asked
Multiply each column grand total by corresponding #	1	2	3	4	5	
Total of 1-5 columns above					Divide by number of questions asked for average	

**Average for part 1:** \_\_\_\_\_

**\*All items scored at a 1 or 5 must include a comment.**

**Comments on Critical Elements for \_\_\_\_\_, from last evaluation.**

<b>Critical Element 1:</b> (If position is supervisory, supervisory skills are Critical Element 1)
<b>Critical Element 2:</b>
<b>Critical Element 3:</b>
<b>Critical Element 4:</b>

<b>Employee comments on evaluation</b>

**Grading for last year's critical elements:**

<b>Critical elements from last year's evaluation.</b>	1	2	3	4	5
Critical Element 1:					
Critical Element 2:					
Critical Element 3:					
Critical Element 4:					
TOTAL FOR critical elements (# of boxes checked in each column)					
Multiply by	1	2	3	4	5
Total points for critical elements					
Total of 1-5 in above row					
Divide by 4 for average points on critical elements					

**Average for Critical Elements:** \_\_\_\_\_

**Average for Part 1:** \_\_\_\_\_

**Overall Score Average:** \_\_\_\_\_ **divide by 2** \_\_\_\_\_ **To receive step increase employee's average score must be at least 3.**

Employee's Signature	Title	Date
Evaluator's Signature	Title	Date
Director's Signature (if necessary)		Date

Critical Elements for \_\_\_\_\_, for the period: \_\_\_\_\_ thru \_\_\_\_\_.

Critical Element 1:

Four horizontal lines for notes under Critical Element 1.

Critical Element 2:

Four horizontal lines for notes under Critical Element 2.

Critical Element 3:

Four horizontal lines for notes under Critical Element 3.

Critical Element 4:

Four horizontal lines for notes under Critical Element 4.

**\*I have been briefed and understand these critical elements and how they will be used for my next evaluation.**

Employee's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature (if necessary) \_\_\_\_\_ Date \_\_\_\_\_