**Performance Review Form**

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| **Employee Name: State Employee A** | **Employee ID: K0000000002** |
| **Department/Position: Dept of A/Admin Assistant** | **Evaluation Period: From: 10/15/2013 To: 10/15/2014** |
| **Supervisor: Supervisor B** | **Overall Rating:** |
| **Review Type: Probationary:** Recommend Permanent Status, Extend Probation, Not Recommend Permanent Status **Annual Special**  X | |

1. Unsatisfactory – performance consistently below expectations 2. Needs Improvement – Performance did not meet expectations

3. Meets Expectations - Performance consistently met expectations 4. Exceeds Expectations - Performance consistently exceeded expectations

5. Exceptional - Performance far exceeded expectations

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| Task Objectives | | | **Rating** | **Examples of Task Performance** |
| Provides daily phone coverage for assigned program area, except during scheduled breaks and lunch which includes providing accurate information and reasonable assistance to those contacting our office. | | |  |  |
| Enter requisitions for commodities within 24 hours of request. Enter appropriate information in SMART, including required fields in the purchasing module. Receive items in SMART as required. Use accurate funding and contract information on requisitions. | | |  |  |
| Ensure all paperwork received is processed properly within 3 days of being received. Proper processing includes entering complete and accurate information, providing correct guidance when needed and filing of paperwork. | | |  |  |
| 1. At least quarterly review departments policies and procedures to provide updates in which you have found that information has changed or develop new policies and procedures if you find information that has not been previously addressed.   EE-policies are reviewed continuously and updated every time a change is made.  ME - policies are reviewed quarterly and appropriate changes are made.  U – policies are not reviewed quarterly and are not kept up to date. | | |  |  |
| On a daily basis, provides leadership to staff by prioritizing work assignments, contributing solutions to problems and encouraging open communication. | | |  |  |
| 1. All mail, inter office correspondence, faxed documents, etc will be processed within 5 days of receipt.   EE = Mail is consistently processed correctly within 2-3 days of receipt  ME = All mail is processed correctly within 5 days of receipt  NI = Mail is not consistently processed correctly within 5 days of receipt  U = Mail is not consistently processed within 5 days of receipt and many processing errors are made. | | |  |  |
| **Task Objectives** are what the employee does, the actual work performed by an employee.  Supervisors need to write the employee's **Task Objectives** using the ***SMART*** formula meaning the objective statements will be written as **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime-based as possible. |  |  |  |  |
| **Competencies/Behaviors** | | **On the Job Suggestion/Example** | **Rating** | **Behavioral Examples/Comments** |
| **X** | **Problem Solving/Decision Making** | I encourage you to take more initiative to resolve problems. Use and update your work manual to assist you in resolving problems. Every time a procedure changes or is not clear in the manual take the time to update it. If you go to your supervisor for guidance document that in the manual so the next time you may refer to the manual as opposed to going to the supervisor. |  |  |
|  | **Attitude/Accountability** |  |  |  |
|  | **Productivity** |  |  |  |
|  | **Teamwork** |  |  |  |
| **X** | **Customer Service** | Work proactively with customers (internal and external) to determine underlying needs. Involve co-workers and supervisors to brainstorm strategies for resolution of issues/challenges. Take ownership of the customer service you provide to customers. |  |  |
| **X** | **Communication** | When communicating with co-workers, your supervisor, and customers, be aware of your tone of voice, be cognizant of your choice of words and remain nonaggressive in your communication and how you deliver information. Remain professional, respectful and use courtesy in all conversations in the workplace. Refrain from using foul language in the workplace as this is not acceptable and will not be tolerated |  |  |
|  | **Job Knowledge/Professional Development** |  |  |  |
| **X** | **Leadership (includes Staff Development)** | It is expected as a supervisor of State of Kansas employees that you follow Kansas Administrative Regulation 1-7-10 (2): A performance review shall be completed and a rating assigned at least annually for all of the employees that you supervise. |  |  |
| **X** | **Dependability** | Arrive to work by 8:00 a.m. but do not begin working prior to 8:00 a.m. Be aware of your break times and returning from break on time. Avoid using personal cell phone for calls and or texting during the day. You should use breaks and your lunch period to conduct personal business. |  |  |
| **X** | **Time Management** | You must improve your time management in order to ensure the completion of your required duties. You should establish reasonable self-imposed deadlines and consider maintaining a calendar/list/time document to help ensure your completion of required duties. |  |  |

**Essential Requirements**

**\*Dependability**: Recognizes responsibilities to the agency and applies effective work habits and attitudes to meet work requirements. Attends work regularly and on time, plans appropriately for absences and assumes personal accountability for work.

**Meets Expectations:** \_\_\_\_\_X\_\_\_\_\_\_ **Unsatisfactory:** \_\_\_\_\_\_\_\_\_\_\_

**\*Agency Values**: Align actions with high standards of conduct, accept responsibility for behavior and exhibit personal integrity at all times. Acts as a role model for other employees and does the right thing, even when no one is watching. Demonstrates personal integrity and ethical behavior, displays good stewardship of public resources and adapts to changes in processes, procedures and responsibilities.

**Meets Expectations:** \_\_\_\_\_\_\_\_X\_\_\_\_\_\_**Unsatisfactory:** \_\_\_\_\_\_\_\_\_\_\_

**\*Essential Requirements: An Unsatisfactory rating in Dependability or Agency Values will result in an Overall Performance Rating of Unsatisfactory**

**Areas of Strength(s):**

Employee brings an impressive mix of skills and talents to this job which makes them very capable of performing the different aspects of their job. This employee is a very positive person and always willing to step up and volunteer to do tasks that aren’t always the favorite tasks to complete. This employee is quite proficient in their job and is viewed as the area expert in their field. I wish more employee were like this employee.

**Areas for Development:**

Some of the areas that I would encourage this employee to improve upon would be to become more proficient with the parts of the job that they haven’t worked with much such as area A, area B & area C.

**Other Evaluation Comments:**

Employee does a great job of attending work regularly and on time which I really appreciate as this seems to be a constant problem in our work area.

**Evaluation by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Acknowledgement:**

The contents of this assessment have been discussed with me and I have received a copy thereof. My signature does not imply agreement or disagreement with this review. A permanent classified employee may appeal his/her overall rating pursuant to K.A.R. 1-7-12.

My comments are as follows:

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**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Definitions**

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| **Problem Solving/Decision Making**  Consistently gives reasonable consideration to all issues that arise, gathers and analyzes information accurately, seeks appropriate input, makes quality and timely decisions, and communicates those decisions to all affected parties. |
| **Attitude/Accountability**  Maintains a positive attitude. Accepts challenges due to changing conditions and situations in work responsibilities. Can work independently. Accepts personal responsibility for work, actions, and attitudes. Accepts constructive criticism/suggestions. Handles conflict in a constructive manner. Consistently works scheduled duty hours and maintains recommended leave balances. Effectively represents the work unit. |
| **Productivity**  Consistently applies available resources towards program delivery in an efficient and cost effective manner, providing high quality levels of service. Strives to assure program meets overall best interests of the agency. Practices cost effective stewardship of all public resources. |
| **Teamwork**  Cooperates with co-workers, treating them with respect, and integrity, voluntarily provides support to team members, ensures all team members have the relevant and needed information, genuinely values others’ input and expertise and is willing to learn from others, adds value to team meetings |
| **Customer Service**  Treats clients and customers with respect and compassion, demonstrates understanding of client’s point of view, delivers on commitment, provides friendly, cheerful service, distributes helpful information to clients, and maintains confidentiality |
| **Communication**  Demonstrates high quality and effective interpersonal communication skills with subordinates, peers, and supervisors through clear, concise written and oral communications. Maintains healthy working relationships. Appreciates the diversity of others. Displays an appropriate balance between personal effort and team effort. |
| **Job Knowledge/Professional Development**  Is technically and professionally skilled in all position responsibilities and requirements.  Maintains currency in all professional aspects of program responsibility.  Seeks new skills, sets high professional goals and standards. Demonstrates knowledge of procedures and policies. |
| **Leadership (includes Staff Development)**  Utilizes employee skills effectively and productively in meeting program goals. Develops goals, objectives and deadlines. Promotes appropriate staff development activities. Recognizes problems, seeks appropriate input, and develops solutions to resolve personnel problems or improve procedures. Motivates staff and gains support and action from others while maintaining professional relationships. Creates and maintains a positive goal-oriented environment. Provides training, supervision and feedback to employees and students. Consistently challenges past practices in order to identify and implement more effective and efficient practices. Assures that follow up is provided. |