



# FLATHEAD CONSERVATION DISTRICT

## EMPLOYEE PERFORMANCE REVIEW

*CONFIDENTIAL*

NAME OF EMPLOYEE \_\_\_\_\_

POSITION \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

TIME IN PRESENT POSITION \_\_\_\_\_

DATE OF CURRENT REVIEW \_\_\_\_\_

SUPERVISORS'S NAME \_\_\_\_\_

**PERFORMANCE FACTOR ASSESSMENT**

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Evaluate each factor by using + to indicate strength, o to indicate satisfactory performance, and – to indicate performance weakness. Elaborate on the use of + or – in the comments section and include comments on employee’s major strengths and weaknesses. Where possible, provide specific examples of observed behavior in the space provided for comments.

**A. JOB KNOWLEDGE/JOB DESCRIPTION**

- Understands job description
- Possesses knowledge and skills required to meet job description
- Understands relationship to other jobs/functions.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. ORGANIZATIONAL ABILITY/TIME MANAGEMENT**

- Effectively plans, organizes and uses time.
- Prioritizes work to meet district’s goals.
- Effectively completes work assignments.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. WORK QUALITY AND QUANTITY**

- Work is completed accurately and on time.
- Volume of work meets expectation.
- Effectively completes work assignments.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. DEPENDABILITY**

- Performance is consistent and reliable.
- Attendance is punctual.
- Appropriate usage of sick time.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. COMMUNICATIONS**

- Effectively communicates in writing.
- Effectively communicates verbally
- Demonstrates listening abilities
- Asks good questions.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. INITIATIVE**

- A self-starter; works independently.
- Strives for self-improvement; participates in training programs.
- Willingness and ability to accept increased job responsibilities.
- Goes the extra mile.
- Responds with a sense of urgency.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. PROBLEM SOLVING/JUDGEMENT/CREATIVITY**

- Demonstrates ability to make timely and effective decisions.
- Is resourceful and innovative; suggests new ways of doing things.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H. ATTITUDE/INTERPERSONAL SKILLS**

- Supports policies of the district.
- Exhibits interest and enthusiasm for job; devotes attention to job duties.
- Accepts direction, suggestions, and constructive criticism.
- Effectively works with others to complete job.
- Has gained respect, confidence and cooperation of others.
- Ability to react appropriately to actions/behaviors of others.
- Develops trust.
- Makes business-like impression in all situations.
- Maintains a pleasant, cooperative personality.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I. SAFETY**

- Always performs work in a safe manner.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MANAGEMENT SKILLS**

**J. LEADERSHIP**

- Ability to motivate and guide efforts of fellow employees.
- Accurately communicates goals and priorities to fellow employees.
- Effective in assisting fellow employees in reaching their potential.
- Sensitive to the needs of fellow employees.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**K. MANAGEMENT**

- Effectively plans, organizes, and cooperates.
- Work is directed in support of district's goals.
- Praises publicly, articulates concerns privately.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**L. ACCOMPLISHMENTS OF GOALS**

- Works in coordination with biennial work plan.
- Adjusts willingly to changing district workload.
- Seeks self advancement.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

