



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

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: _____

