

Appraisal Period:

From: _____ To: _____

Name of Employee _____

Employee ID _____

**Section #5 PERFORMANCE CATEGORIES
FOR SUPERVISORS**

(BLUE COLLAR; WHITE COLLAR; REGISTERED PROFESSIONAL NURSE; INSTITUTIONAL, HEALTH & CORRECTIONAL WORKER; FIREFIGHTER; PROFESSIONAL & SCIENTIFIC)

Significant Categories are noted by "*"*

**FINAL
RATING**

Expectations

Meets

Does Not Meet

SUPERVISOR'S COMMENTS

At the end of the rating period, use this column to make any general comments on the employee's performance.

***QUALITY OF WORK UNIT OUTPUT**
1 Usually: work unit completes assigned work in accordance with work expectations. For example, work unit output is usually accurate, neat, and/or complete.

***QUANTITY & TIMELINESS OF WORK UNIT OUTPUT**
2 Usually: work unit produces amount of work expected; completes work on schedule.

THE CATEGORIES BELOW MAY AFFECT THE RATINGS FOR QUALITY, QUANTITY & TIMELINESS

SUPERVISION
3 Usually: monitors work unit progress, provides adequate direction, training, and coaching to staff; takes/recommends the appropriate corrective and/or disciplinary action when needed; provides needed help and/or training for employees with performance problems; encourages career growth for staff members; and/or provides equal opportunity/treatment in all aspects of supervision.

APPRAISING SUBORDINATES
4 Usually: follows performance appraisal policies, guidelines, and procedures; communicates performance expectations at the beginning of the rating period; oversees and monitors employee performance; and/or rates subordinates (or recommends ratings) objectively, on time, and on work expectations.

PLANNING, ORGANIZING, SETTING PRIORITIES
5 Usually: prioritizes assignments satisfactorily to minimize crisis situations; shows foresight to prevent potential problems and works in contingencies when making short- and/or long-range plans; proposes and reviews benchmarks to monitor work progress and makes work plan adjustments as needed; and/or follows up on assignments.

RELIABILITY & INITIATIVE
6 Usually: accepts responsibility; is flexible and, when requested, adjusts to varying job situations; and/or initiates work independently, as required for the job.

| PERFORMANCE CATEGORIES FOR <u>SUPERVISORS</u> | Meets | Does Not Meet | SUPERVISOR'S COMMENTS |
|---|--------------------------|--------------------------|-----------------------|
| 7 RELATIONSHIPS WITH OTHERS Usually: works well with supervisor, team members, and/or others on assignments; accepts suggestions for improvement; is cordial when serving the public; and/or provides information, help, and/or coverage to others when needed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8 SAFETY & USE OF EQUIPMENT Instructs and monitors subordinates to follow safety rules and regulations. | <input type="checkbox"/> | <input type="checkbox"/> | |
| CHECK ADDITIONAL CATEGORIES BELOW IF APPLY TO EMPLOYEE | | | |
| <input type="checkbox"/> 9 FINANCIAL/BUDGET Usually: prepares budget/financial plans according to rules/policies/deadlines; tracks and adheres to budget; makes sound decisions that consider cost/benefit; shows innovation in reducing expenses; and/or maximizes resources and minimizes costs in achieving objectives. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> 10 MISSION COMMITMENT Usually: displays understanding of mission and goals of the department and/or work unit; and/or positively reinforces, supports, and pursues the attainment of established goals. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> 11 COMMUNICATION Usually: demonstrates oral and/or writing skills required for the job; and/or demonstrates open communication by sharing information and encouraging subordinate participation/feedback. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> 12 JOB KNOWLEDGE Usually: demonstrates knowledge of theoretical, practical, and/or routine aspects of present job in accordance with work expectations; works with minimal direction; applies the correct instructions, guidelines, policies, procedures, and rules to assigned work; remains up-to-date on current trends in the profession; offers ideas, concepts, techniques, and/or creative solutions; and/or seeks new approaches to simplify and/or improve procedures, techniques, and processes. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> 13 PROBLEM SOLVING & DECISION MAKING Usually: identifies and clearly defines problems as they occur; accumulates and analyzes relevant information; uses discretion/judgement to select workable solutions to problems; presents alternative solutions when making recommendations; and/or gets opinions of others, when needed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> 14 OTHER (Add, if needed) | <input type="checkbox"/> | <input type="checkbox"/> | |