

ONI Annual Performance Evaluation



EMPLOYEE INFORMATION

EMPLOYEE NAME _____

EMPLOYEE POSITION / TITLE _____

SUPERVISOR NAME _____

DEPARTMENT _____

RATING PERIOD _____ TO _____

EVALUATION

| PERFORMANCE RATING | DEFINITION |
|----------------------------|--|
| Exceptional Performance | Commitment, quality and quantity of work and interpersonal relations were consistently exceptional. Job responsibilities were achieved in a clearly superior fashion. Where unusual situations arose, the response was thoroughly evaluated and implemented thoughtfully and in a timely manner. |
| Above Average | Work quality, quantity, commitment, and interpersonal relations exceeded work plan and job standards. All job responsibilities were met or exceeded. Where unusual situations arose they were handled in a professional manner. |
| Meets Requirements | Work quality, quantity, commitment and interpersonal relations were consistent with work plan and job standards. All job responsibilities were met. Where unusual situations arose, they were handled satisfactorily. Results met overall requirements. |
| Needs Improvement | Work quality, quantity, commitment and interpersonal relations met job standards but were marginal in some areas. Some objectives may not have been met because of problems which will require improvement. |
| Unsatisfactory Performance | Performance was below minimum requirements of the position and requires improvement. Significant job responsibilities and objectives were not met. |

INSTRUCTIONS:

Employee performance should be evaluated against the total requirements and standards of the job and on the basis of activities and tasks actually performed. Use the "COMPETENCIES" column to designate the relative PRIORITY of performance factors to the job (**H** = High, **M** = Medium, **L** = Low). Under the "PERFORMANCE RATING" column, mark the box that most accurately describes the performance of the individual during the period covered and list examples of that performance in the "COMMENTS/SUPPORTING EXAMPLES" section. For factors not applicable to the position, write "N/A".



| COMPETENCIES / PERFORMANCE FACTORS PRIORITY (H/M/L) | PERFORMANCE RATING | COMMENTS / SUPPORTING EXAMPLES |
|--|--|--------------------------------|
| QUALITY Produces or accomplishes accurate and thorough work. Seeks improvement whenever possible. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| PRODUCTIVITY Produces acceptable volume of work and results within appropriate time frames. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| COMMITMENT Does what it takes to get the job done. Persists to overcome obstacles, demonstrates "can do" attitude and approaches work enthusiastically. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| ANALYTICAL SKILL Thinks through a problem; recognizes, secures and evaluates relevant facts; reaches sound conclusions. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| INITIATIVE When appropriate, takes effective action without being told; acts on own to identify opportunities and propose solutions. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| COMMUNICATION Expresses oneself well and listens effectively; prepares and delivers effective presentations; keeps others adequately informed; writes effectively (clear, thorough, concise, grammatically correct and considerate in style and tone). | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| BUDGET/COST SENSITIVITY Effectively uses all resources available; seeks cost savings or revenue-enhancing methods; compares costs and benefits of different courses of action. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| TEAMWORK Contributes to a harmonious, | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average | |



| COMPETENCIES / PERFORMANCE FACTORS PRIORITY (H/M/L) | PERFORMANCE RATING | COMMENTS / SUPPORTING EXAMPLES |
|---|--|--------------------------------|
| productive work group; acts as part of a team. | <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| INTERPERSONAL AWARENESS Recognizes impact of self on others; accepts feedback non-defensively; understands others' perspectives and modifies approach to achieve goals; deals appropriately with people in different positions and backgrounds. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| SERVICE ORIENTATION Responds quickly to the needs and requests of others; consistently keeps clients' interests central when making decisions. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| WORK ORGANIZATION Employee plans, organizes, delegates, tracks and manages multiple functions. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| PERFORMANCE UNDER PRESSURE Maintains reliable and consistent performance when multiple projects, large volumes of work and/or tight deadlines are required; adapts to changing priorities. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| CREATIVITY/INNOVATION Generates new ideas or techniques having practical applications; identifies ways to do jobs more effectively or efficiently; develops innovative ways of solving business problems. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| JOB KNOWLEDGE: KNOWLEDGE OF ASSIGNED FIELD Takes responsibility for own development; keeps up with advances in own field. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| AFFIRMATIVE ACTION GOALS Makes decisions that contribute to | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average | |



| COMPETENCIES / PERFORMANCE FACTORS PRIORITY (H/M/L) | PERFORMANCE RATING | COMMENTS / SUPPORTING EXAMPLES |
|---|--|--------------------------------|
| the organization's Affirmative Action policy. | <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |
| OTHER GOALS Note goal(s) in the Comments and Supporting Examples section to the right. | <input type="checkbox"/> Exceptional <input type="checkbox"/> Above Average <input type="checkbox"/> Meets Requirements <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory | |

SUMMARY

Significant Results / Accomplishments:

Results/Accomplishments

Employee's Development Interests for Next Year:

Development Interests

Work Plan for next 12 months (from MMM through MMM):

Work Plan

Employee's Self-Evaluation:

Self Evaluation

OVERALL EVALUATION OF PERFORMANCE

Please indicate on the scale below the level which best describes the employee's performance overall. The further right the check is placed, the higher the evaluation.

| | | | |
|---|---|---|---|
| Needs Improvement | Meets Requirements | Above Average | Exceptional Performance |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Unsatisfactory Performance (check box & fill out work plan and time frame below)
 Unless performance significantly improves, reassignment, demotion or termination is indicated.

Performance Improvement Plan and Time Frame:



ACKNOWLEDGEMENT

The employee should check the applicable box and sign below:

- I agree fundamentally with this evaluation.
- I agree fundamentally with this evaluation with these exceptions:

- I disagree with this evaluation and wish to appeal it to my reviewer's supervisor with a Human Resources representative on the basis listed below:

EMPLOYEE COMMENTS

Employee Comments

SIGNATURES

- Current job description is accurate.
- Current job description needs revision.
- Recommended for Regular status.

Supervisor _____

Date _____

Employee _____

Date _____

C: employee's bureau personnel file

