

**SCOTTSDALE CULTURAL COUNCIL
INSTRUCTIONS
PERFORMANCE EVALUATION**

Supervisor: _____

Employee: _____

Date of Hire: _____ Date of Review: _____ Due to HR: _____

Optimum development and proper utilization of each employee is essential to the success of any organization. "How am I doing?" is often one of the most urgent questions on an employee's mind today. Providing factual, candid and objective answers to this question is an effective means of enhancing employee development and sustaining a sound employee relations program.

A performance appraisal should be a truly participative, performance oriented dialogue.

Attached is a performance review packet containing:

1. Self evaluation
2. Job description
3. Last performance evaluation, last status change form and any performance documents if applicable
4. New evaluation form
5. Status Change form

Evaluation process contains 5 parts:

1. **The employee's self evaluation** is solicited and used in the review process.
2. **Supervisor's re-assessment of the job description** to ensure the job expectations are being met and that they are still accurate for the needs of that job and the organization. This is an excellent time to make adjustments. Caution: watch for "job creep." This means that if an employee consistently performs duties NOT essential to the job description, a complete re-assessment of the job description must be made. Please see HR for assistance.
3. **The supervisor writes her/his assessment** of the evaluation period performance.
4. **A discussion** about the assessment is conducted by the supervisor and employee.
5. **Goals and objectives for the next evaluation period** are set together.

Evaluation form has 4 SECTIONS:

SECTION 1 is dedicated to the review of the **GOALS** *previously* set for this evaluation period. List each goal on the form, determine its accomplishment and consider any mitigating circumstances of goal achievement.

SECTION 2 is dedicated to **EXPECTATIONS**. These are character and/or performance traits specific for the job. In some cases a trait is not applicable. Remember to dialogue with the employee that "meeting expectations" is a level 3 and is considered very satisfactory.

SECTION 3 is the supervisor's **SUMMARY** of the overall achievements of goals and expectations for the evaluation period. Information from the employee's self-evaluation should be used here.

SECTION 4 provides for the establishment of **FUTURE GOALS** and objectives, including time lines and resources requirements.

Please use the evaluation as the valuable employee development tool that it can be. Do not hesitate to discuss any questions or enhancements to our evaluation process and forms with human resources. We can help you with language in the remarks or we can just be a sounding board for you.

**Scottsdale Cultural Council
Self Evaluation Form**

For: _____

The date and time of your performance evaluation is _____.
Please complete the following self-evaluation, submit it to your supervisor by _____
and be prepared to discuss it at the time set above.

(If you need more space than provided below use a separate piece of paper)

1. **How have you accomplished the goals and objectives since your last evaluation?**

2. **What do you consider to be your strengths in fulfilling your job responsibilities:**

3. **How can these strengths be used to greater advantage?**

4. **What do you feel needs improvement in your job performance?**

5. **List any goals and objectives you would like to achieve next year.**

6. **How can your supervisor assist you to achieve your goals?**

**SCOTTSDALE CULTURAL COUNCIL
MANAGEMENT PERFORMANCE REVIEW**

Today's date: _____
Employee Name: _____ Department: _____
Position/Job Title: _____
Supervisor/Manager: _____
Review Period: From: _____ To: _____ Next Rev. Date: _____

SECTION 1

GOALS: Following are the goals as *previously* set for this evaluation period. (For more goals use a separate sheet of paper.) None were set by supervisor; following are employee goals for 01/02

Goal 1:

Exceeds Expectations Fully Meets Expectations
 Partially Meets Expectations Does Not Meet Expectations

Goal 2:

Comments:

Exceeds Expectations Fully Meets Expectations
 Partially Meets Expectations Does Not Meet Expectations

Goal 3:

Comments:

Exceeds Expectations Fully Meets Expectations
 Partially Meets Expectations Does Not Meet Expectations

SECTION 2

EXPECTATIONS: Character and performance traits specific to the performance of the job.

EXPECTATIONS					
	Exceeds	Meets	Part Met	Not Met	NA
COMMUNICATION: Communicates ideas verbally					
Communicates ideas in writing					
Keeps others informed					
Promotes and uses candid open communication					
CUSTOMER FOCUS: Instills customer confidence					
Assumes responsibility for solving customer problems					
Ensures commitments are met					
Responds to internal customers					
DECISION MAKING: Makes good decisions in a timely manner					
Makes sound decisions when under pressure					
Builds consensus for decisions					
Makes unpopular decisions when necessary					
INITIATIVE: Takes on and completes new tasks					
Recognizes opportunities and acts on them					
Seeks new challenges and increases responsibilities					
JOB KNOWLEDGE: Understands duties & responsibilities of the job					
Has knowledge necessary to perform job					
Understands the mission and values of the organization					
JUDGMENT: Makes reasoned and sound judgment without delay					

EXPECTATIONS

	Exceeds	Meets	Part Met	Not Met	NA
Capable of taking a broad perspective when making decisions					
Prioritizes important tasks and jobs					
Demonstrates prudent resource management					
MEETING MANAGEMENT: Holds appropriate number of meetings					
Prepares thoroughly for meetings					
Encourages and balances input at meetings					
PROBLEM SOLVING: Anticipates and recognizes potential problems					
Capable of defining and solving problems					
Overcomes obstacles to meet or exceed goals					
QUALITY: Committed to quality and excellence					
Looks for and makes continual improvements					
TEAMWORK: Works effectively in groups					
Establishes cooperative work relationships					
WORK ENVIRONMENT: Is courteous to others and promotes mutual respect					
Keeps workplace safe and clean					
BUDGETS: Creates accurate and realistic budgets					
Tracks and adjusts budget to meet changing needs					
HIRING/COACHING: Recruits and hires good employees					
Provides feedback and coaching as appropriate					
PROJECT MANAGEMENT: Establishes goals and milestones					

EXPECTATIONS

	Exceeds	Meets	Part Met	Not Met	NA
Defines project roles and responsibilities					
Determines necessary resources					
Monitors and makes necessary changes					

SECTION 3

Supervisor's SUMMARY of Overall Goal and Expectation Achievements

SUMMARY (of Sections 1 & 2):

- Exceeds Expectations
- Fully Meets Expectations
- Partially Meets Expectations
- Does Not Meet Expectations

SECTION 4

FUTURE GOALS: (For more goals use a separate sheet of paper.)

Goal 1:

Target date of completion:

Tools/resources required:

Goal 2:

Target date of completion:

Tools/resources required:

Goal 3:

Target date of completion:

Tools/resources required:

Supervisor's Signature:

Date: _____

Employee's Comments:

Employee's Signature:

Date: _____

**SCOTTSDALE CULTURAL COUNCIL
EMPLOYEE PERFORMANCE REVIEW**

Today's date: _____
Employee Name: _____ Department: _____
Position/Job Title: _____
Supervisor/Manager: _____
Review Period: From: _____ To: _____ Next Rev. Date: _____

SECTION 1

GOALS: Following are the goals as *previously* set for this evaluation period. (For more goals use a separate sheet of paper.)

Goal 1:

Comments:

<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Meets Expectations
<input type="checkbox"/> Partially Meets Expectations	<input type="checkbox"/> Does Not Meet Expectations

Goal 2:

Comments:

<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Meets Expectations
<input type="checkbox"/> Partially Meets Expectations	<input type="checkbox"/> Does Not Meet Expectations

Goal 3:

Comments:

<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Meets Expectations
<input type="checkbox"/> Partially Meets Expectations	<input type="checkbox"/> Does Not Meet Expectations

SECTION 2

EXPECTATIONS: Character and performance traits specific to the performance of the job.

EXPECTATIONS					
	Exceeds	Meets	Part Met	Not Met	NA
COMMUNICATION: Ability to maintain good work relations with co-workers and public					
Ability to build customer confidence and customer needs					
DEPENDABILITY: Ability to carry out duties with little supervision					
INITIATIVE: Willingness to accept additional responsibilities and ability to work independently					
FISCAL RESPONSIBILITY: Ability to be prudent and creative with resources and cost-conscious					
JOB KNOWLEDGE: Degree of familiarity with job procedures and essential equipment					
JUDGMENT: Ability to problem-solve and make solid and effective decisions					
PRODUCTIVITY: Ability to carry a reasonable workload and meet commitments					
QUALITY: Is very thorough and accurate and pays close attention to the detail in assignments					
TEAMWORK: Works well in groups offering and soliciting ideas					
WORK ENVIRONMENT: Creates a professional work environment					
Complies with observed rules and safe work habits					

SECTION 3

Supervisor's Assessment of Overall Goal and Expectation Achievement.

SUMMARY (of Sections 1 & 2)

- Exceeds Expectations
- Fully Meets Expectations
- Partially Meets Expectations
- Does Not Meet Expectations

SECTION 4

FUTURE GOALS: (For more goals use a separate sheet of paper.)

Goal 1:

Target date of completion:

Tools/resources required:

Goal 2:

Target date of completion:

Tools/resources required:

Goal 3:

Target date of completion:

Tools/resources required:

Supervisor's Signature:

Date: _____

Employee's Comments:

Employee's Signature:

Date: _____