

Computing Function - Employee Performance Evaluation Description

Employee Name _____

Skill Application & Acquisition

Evaluator _____

Skill Proficiency

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Adequate	<input type="checkbox"/> Strong	<input type="checkbox"/> Excellent	<input type="checkbox"/> Outstanding
<ul style="list-style-type: none"> Requires repetitive instruction to apply skills to job function. 	<ul style="list-style-type: none"> Able to apply skills to job function with little or no instruction. 	<ul style="list-style-type: none"> Proficient in applying skills to defined job functions. 	<ul style="list-style-type: none"> Accomplished in applying and translating skills to new or undefined job functions. 	<ul style="list-style-type: none"> Recognized as an expert in the field of their defined skill.

Skill Depth

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Adequate	<input type="checkbox"/> Strong	<input type="checkbox"/> Excellent	<input type="checkbox"/> Outstanding
<ul style="list-style-type: none"> Does not possess all the skills necessary to perform job function. 	<ul style="list-style-type: none"> Possesses the necessary skills to perform job function. 	<ul style="list-style-type: none"> Proficient in the skills necessary to perform job function. 	<ul style="list-style-type: none"> Accomplished in the skills necessary to perform job function. 	<ul style="list-style-type: none"> Recognized as an expert in their skill field.

Skill Breadth

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Adequate	<input type="checkbox"/> Strong	<input type="checkbox"/> Excellent	<input type="checkbox"/> Outstanding
<ul style="list-style-type: none"> Does not possess additional skills beyond primary skill set. 	<ul style="list-style-type: none"> Possesses limited skill sets in addition to primary skill set. 	<ul style="list-style-type: none"> Proficient in multiple skill sets in addition to primary skill set. 	<ul style="list-style-type: none"> Accomplished and proficient in multiple skill sets. 	<ul style="list-style-type: none"> Recognized as an expert in multiple skill sets.

Acquiring Skills

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Adequate	<input type="checkbox"/> Strong	<input type="checkbox"/> Excellent	<input type="checkbox"/> Outstanding
<ul style="list-style-type: none"> Shows little interest in acquiring new or enhanced skills. 	<ul style="list-style-type: none"> When needed to perform job function, shows interest in acquiring new or enhanced skills. 	<ul style="list-style-type: none"> Actively seeks new or enhanced skills. 	<ul style="list-style-type: none"> Actively researches and proficient in acquiring new and enhanced skills. Has structured plan for goals to acquire skills. 	<ul style="list-style-type: none"> Recognized as expert in establishing the state-of-the-art for their skill base. Develops structured plans to maintain state-of-the-art skill and to assist others in same.

Helping Others Improve Skills

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Adequate	<input type="checkbox"/> Strong	<input type="checkbox"/> Excellent	<input type="checkbox"/> Outstanding
<ul style="list-style-type: none"> Does little to share learned skills with others. 	<ul style="list-style-type: none"> Takes time to teach others when requested. 	<ul style="list-style-type: none"> Proficient in coaching/mentoring others in their skills & capabilities. 	<ul style="list-style-type: none"> Develops & leads training/coaching programs for individuals and/or work groups. 	<ul style="list-style-type: none"> Recognized as an expert in developing and leading development opportunities. Is actively sought after for teaching and knowledge transfer capabilities.

Comments: _____

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Work Attributes

Evaluator _____

Teamwork/Leadership:

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Adequate	<input type="checkbox"/> Strong	<input type="checkbox"/> Excellent	<input type="checkbox"/> Outstanding
<ul style="list-style-type: none"> Rarely teams with other employees; does not leverage the skills of others to accomplish tasks; is best left to work alone Unable to rely on others; resists the ideas and input of others; does not treat others' opinions as worth consideration Willing to settle for win/lose solutions; when placed in difficult position, often resorts to personal attacks Lacks effective communication (oral/written) skills 	<ul style="list-style-type: none"> Works with others to accomplish tasks; fulfills role on team; supports team decisions Is able to rely on others; treats teammates and their ideas fairly and equitably Strives for win/win solutions; maintains composure during stressful situations Communicates (oral/written) well with others 	<ul style="list-style-type: none"> Actively participates on teams; carries through on team assignments; willing to play whatever role is necessary for the team to be successful; may lead teams; teams well with peers, customers and suppliers Is able to rely on others; treats teammates and their ideas fairly and equitably and helps compensate for those who do not; occasionally seeks out the opinion of others; can guide, coach and direct others Achieves win/win solutions in all but the most difficult situations; uses good judgment and knows when to compromise in order to achieve team consensus; maintains composure during stressful situations Communicates (oral/written) effectively with others; usually able to convey complex concepts or ideas 	<ul style="list-style-type: none"> Volunteers to lead teams; excels at being a team member; very supportive of team leader and team goals; teams well with peers, customers and suppliers Is able to rely on others; treats teammates and their ideas fairly and equitably; represents the views of others at team meetings; frequently seeks out the opinion of others; often guides, coaches and directs others Usually achieves win/win team decisions even in most difficult situations; uses good judgment and knows when to compromise in order to achieve team consensus; maintains composure during stressful situations Communicates (oral/written) effectively with others; frequently able to convey complex concepts or ideas 	<ul style="list-style-type: none"> Effectively leads and facilitates team activities and actively participates in team efforts; volunteers for assignments to further team progress; helps to build and develop teams Is able to rely on others; treats teammates and their ideas fairly and equitably; represents the views of others at team meetings; ensures all sides of an issue have been equitably represented; consistently seeks out the opinion of others; guides, coaches and directs others Consistently achieves win/win team decisions even in most difficult situations; uses good judgment and knows when to compromise in order to achieve team consensus; maintains composure and helps team maintain composure during stressful situations Communicates (oral/written) effectively with others; consistently able to convey complex concepts or ideas

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Initiative/Innovation/Creativity

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Adequate	<input type="checkbox"/> Strong	<input type="checkbox"/> Excellent	<input type="checkbox"/> Outstanding
<ul style="list-style-type: none"> • Rarely takes action without direction or detailed instruction; rarely goes beyond job requirements; resists ventures that tax current scope of knowledge • Often fails to take action when problems arise; seldom sees alternatives to current methods; content to continue with current processes • Products and services do not reflect innovation/creativity; problem solutions seldom demonstrate original thinking 	<ul style="list-style-type: none"> • Acts on own in routine situations; moves from task to task within a project without direction; willing to accept ventures that will tax current scope of knowledge • Usually takes action when problems arise; sees alternatives when a problem surfaces or when asked • Products and services reflect minimal innovation/creativity; problem solutions demonstrate minimal original thinking 	<ul style="list-style-type: none"> • Starts new projects within scope of responsibility without direction; occasionally looks beyond requirements of the job for additional work; requests ventures that will tax current scope of knowledge • Occasionally proactive in developing processes to ensure that issues are addressed before they become problems; occasionally proposes improvements to apparently well-working processes based on facts and data • Products and services occasionally reflect innovation/creativity; problem solutions occasionally demonstrate original thinking 	<ul style="list-style-type: none"> • Starts new projects within scope of responsibility without direction; frequently takes on additional responsibilities; seeks out ventures outside current scope of knowledge or responsibilities • Frequently proactive in developing processes to ensure that issues are addressed before they become problems; frequently proposes improvements to apparently well-working processes based on facts and data • Products and services frequently reflect innovation/creativity; problem solutions frequently demonstrate original thinking; others are coached to achieve similar results 	<ul style="list-style-type: none"> • Starts new projects within scope of responsibility without direction; frequently takes on and follows through on additional responsibilities; creates/initiates ventures outside current scope of knowledge or responsibilities • Consistently proactive in developing processes to ensure that issues are addressed before they become problems; frequently proposes improvements based on facts and data to apparently well-working processes and ensures implementation; determines/collects relevant facts and data • Products and services consistently reflect innovation/creativity; problem solutions consistently demonstrate original thinking; others are inspired to achieve similar results

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Work Attributes

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Attitude

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Adequate	<input type="checkbox"/> Strong	<input type="checkbox"/> Excellent	<input type="checkbox"/> Outstanding
<ul style="list-style-type: none"> Often gives less than 100% effort Rarely supports workplace goals and achievements Negatively affects the morale of the work group; does not always get along with others 	<ul style="list-style-type: none"> Usually gives 100% effort Supports workplace goals and achievements Is usually positive; works well with others 	<ul style="list-style-type: none"> Consistently gives 100% effort; accepts additional assignments/opportunities Supports workplace goals; helps recognize workplace achievements Is positive; works well with others 	<ul style="list-style-type: none"> Consistently gives 100% effort; volunteers for additional assignments/opportunities Supports workplace goals; helps recognize workplace achievements; assists in defining future workplace goals Is positive; works well with others; open to feedback; has a positive influence on others 	<ul style="list-style-type: none"> Consistently gives 100% effort; seeks out additional assignments/opportunities; encourages others to participate Promotes workplace goals; helps recognize workplace achievements; proposes and assists in defining future workplace goals Is positive; works well with others; seeks feedback; has a positive influence on others

Customer Satisfaction

<input type="checkbox"/> Inadequate	<input type="checkbox"/> Adequate	<input type="checkbox"/> Strong	<input type="checkbox"/> Excellent	<input type="checkbox"/> Outstanding
<ul style="list-style-type: none"> Products and services often fail to meet customer needs; customers provide mostly negative feedback; customer's expectations are seldom met Little understanding of customer's business processes; does not have a clear understanding of customer's current needs; has difficulty translating customer needs into tasks and deliverables 	<ul style="list-style-type: none"> Products and services meet customer needs; customers when queried provide mostly positive feedback; customer's expectations are usually met General understanding of customer's business processes; understands customer's current needs and translates them into tasks and deliverables 	<ul style="list-style-type: none"> Products and services meet customer needs; customers occasionally provide unsolicited positive feedback; customer's expectations are consistently met Good understanding of customer's business processes; understands customer's current needs and translates them into tasks and deliverables; ensures that the customer understands their own needs versus wants 	<ul style="list-style-type: none"> Products and services meet future as well as current customer needs; customers frequently provide unsolicited positive feedback; customer's expectations are often exceeded Thorough understanding of customer's business processes; understands customer's current and future needs and translates them into tasks and deliverables; ensures that the customer understands their own needs versus wants 	<ul style="list-style-type: none"> Products and services anticipate future as well as current customer needs; customers consistently provide unsolicited positive feedback; customer's expectations are consistently exceeded Thorough understanding of customer's current and future business processes; understands and anticipates customer's current and future needs and translates them into tasks and deliverables; ensures that the customer understands their own needs versus wants

Comments: _____