
SOIL AND WATER CONSERVATION DISTRICTS

PERFORMANCE APPRAISAL DOCUMENT

Employee Name: _____

Location: _____

Appraisal Period (From-To): _____

Date of Last Review: _____

Title: _____

Instructions

1. Complete the performance appraisal form using the criteria described below. Use additional sheets for comments if necessary.
 2. Submit the completed evaluation document for review by the Board Chairperson.
 3. Discuss the reviewed and approved completed document with the employee during the evaluation session.
 4. Forward the completed, signed documents to be placed in the employee's personnel file.
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Evaluation Criteria

- 3 Exceeds Standards-** Work quality, productivity, and commitment exceed job expectations. Total job expectations are exceeded in most respects and when problems arise, good judgment is displayed. Anticipates future tasks and/or job related events, and plans procedures to address them.
- 2 Meets Standards-** Work quality, productivity, and commitment consistently meet job expectations with normal supervision. Key job responsibilities are met on a day-to-day basis.
- 1 Below Standards-** Performance is below expectations of the position and requires improvement in one or more significant aspects of the job. A specific improvement program and timeline is agreed upon between supervisor and employee. Prescribed period for immediate improvement is agreed upon between supervisor and employee; (not to exceed 90 days from date of appraisal session). Performance is monitored on a monthly basis until improvement is noted. Failure to display noticeable improvement in performance during this time, as documented by supervisor, may result in termination of employment.

1. **Quality of Work-** Thoroughness and accuracy of work.
Pays attention to detail, is complete and accurate. Organizes work to maximize work efficiency.

3 2 1

Comments: _____

2. **Quantity of Work-** Volume of acceptable work accomplished within appropriate time frames.

3 2 1

Comments: _____

3. **Cooperation-** Ability to interact with other employees in order to accomplish work objectives effectively. Willingness to be a member of a team. Consistently maintains effective working relationships with all staff.

3 2 1

Comments: _____

4. **Commitment-** Willingness to accept assigned tasks and complete them in a timely manner with minimum supervision. Willingness to perform other duties as assigned.

3 2 1

Comments: _____

5. **Verbal Communications-** Expresses self well and listens well, keeping superiors, peers, and subordinates adequately informed.

3 2 1

Comments: _____

6. **Written Communications-** Writes thorough, concise, and grammatically correct memos, letters and reports.

3 2 1

Comments: _____

7. **Analytical Ability-** Uses job knowledge and technical ability to think through an assignment to reach a sound conclusion.

3 2 1

Comments: _____

8. **Innovation/Creativity-** Generates new ideas or techniques having practical applications. Identifies ways to do jobs more effectively or efficiently.

3 2 1

Comments: _____

9. **Awareness/Flexibility-** Ability to identify needs and adjust to the changing work environment and job requirements. Willing and able to adapt to change.

3 2 1

Comments: _____

10. Organization Perspective- Recognizes and understands how one's job responsibilities affect the operation and function of the district. Demonstrates ability to plan work and establish clear course of action for accomplishing work. Gives consideration to work flow, anticipates events such as upcoming Board Meetings and/or other meetings, and recognizes priorities.

Comments: _____

3 2 1

11. Confronting Situations and Issues- Ability to recognize and willingness to confront situations and work them through to resolution. Accepts constructive criticism willingly and effectively utilizes it to improve productivity.

Comments: _____

12. Business-Like Decorum- Follows state and district procedures and policies, and adheres to ethical business practices.

Comments: _____

13. General Business Appearance- Maintains an overall neat and business-like appearance of self and workstation.

Comments: _____

14. Attendance/Punctuality- Adheres to work schedule and Follows procedures with respect to leave time.

Comments: _____

3 2 1

3 2 1

3 2 1

3 2 1

OVERALL EMPLOYEE RATING

Employee Rating _____

OVERALL RATING

(Circle One)

36-42 pts.

25-35 pts.

14-24 pts.

3 Exceeds Standards	2 Meets Standards	1 Below Standards
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ASSESSMENT SHEET

Goal Setting: _____

Evaluator's Comments: _____

Employee's Comments: _____

Evaluator Signature _____ Date _____

Employee Signature _____ Date _____

Chairperson Signature _____ Date _____