

RUBRIC FOR EMPLOYEE EVALUATIONS

JOB SKILLS

| SECTION | NOT EFFECTIVE | MINIMULLY EFFECTIVE | EFFECTIVE | HIGHLY EFFECTIVE |
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| Flexibility | The employee does not show flexibility in adapting to change of work environment. This can include things such as technology, change in emphasis to services delivered, emergent or immediate needs for action, etc. This continues, even after supervisory expectations are given. | The employee must be frequently encouraged to accept the shifts in demand needed for their position. | The employee is able to accept and work with changes as they occur. Requires no assistance from supervisor to do so. | The employee anticipates potential shifts in demand/workload and is prepared to address change as it occurs. |
| Performs Essential Function | Does not meet the minimum expectations of position even after supervisory expectations and training are given. | Occasionally meets the expectations of position. | The employee understands role and meets the expectations of their position and supervisor. | The employee understands role and exceeds the expectations for the position and their supervisor. |
| Uses Good Judgment and Common Sense | The employee does not apply the "reasonable person standard" in the performance of their position and must be reminded continually by the supervisor to do so. | The employee, from time to time, applies the "reasonable person standard" and usually applies it appropriately when making decisions. | The employee applies the "reasonable person standard" and applies it appropriately when making decisions. The employee may require some direction from supervisor. | The employee applies the "reasonable person standard" and applies it appropriately when making decisions. The employee does not require direction from supervisor. |
| Knowledge of Job Skills | After training and continued | After training and encouragement, | Employee possesses the | Employee demonstrates |

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| | encouragement, the employee does not possess the skills that are required to be successful in the position. | the employee does not appropriately apply the job skills necessary to be successful in the position. | necessary job skills and understands how to accurately apply those skills to be successful in the position. | exceptional job skills, mentors/teaches others and understands how to accurately apply those skills to be successful in the position. |
| Willingness to Learn and Improve | The employee shows no desire or initiative to learn or improve job skills and must be reminded and encouraged by supervisor to continue to learn more and improve. | The employee shows minimal desire or initiative to learn or improve job skills. | The employee demonstrates the importance of continuing to learn and improve job skills. | The employee proactively seeks ways to learn and improve job skills that will assist them in being successful in their position. |
| Department Specific | | | | |