

PSD Evaluation

Confidential, Exempt, and Professional/Technical Employees Evaluation

Employee information:

Employee #

Employee Name

Employee Job Title

Evaluator information:

Evaluator Name

Evaluation information:

Date From

Date To

Eval Type

Additional Information:

- Directions: Assess the employee's performance in each category by selecting the rating that best reflects their work over the evaluation period. Use the space provided for comments to support ratings, identify areas of strength or growth opportunities.

- The general evaluative criteria are not equally weighted; overall ratings may be negatively impacted by performance that is below criteria in a single area if key aspects of work for the particular position are adversely affected.

Criterion 1: Dependability and Reliability

Demonstrates consistency, accountability, and trustworthiness in completing work responsibilities with minimal oversight

Criterion 1	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 1: Overall Score	Frequently misses deadlines, fails to follow through on responsibilities, and requires constant supervision. Others cannot depend on this employee to complete assigned work accurately or on time. <input type="checkbox"/>	Occasionally follows through but needs reminders or support to complete tasks. Demonstrates inconsistent reliability and may require moderate supervision or intervention. <input type="checkbox"/>	Consistently dependable; follows through on responsibilities without prompting. Can be trusted to complete tasks accurately, on time, and with minimal supervision. <input type="checkbox"/>	Exceptionally reliable and accountable. Takes ownership of responsibilities, anticipates needs, and can be counted on in all situations. Requires little to no oversight and is a model of consistency. <input type="checkbox"/>

Comments:

Criterion 2: Flexibility and Adaptability

Responds positively to changing priorities, new assignments, and unexpected challenges. Adjusts approach as needed to meet organizational goals.

Criterion 2	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 2: Overall Score	Resists change; struggles to adapt to new roles, responsibilities, or environments. Changes in workflow or expectations negatively affect performance. <input type="checkbox"/>	Occasionally has difficulty adjusting to changes or new assignments. May be hesitant or require extra time and support to adapt to evolving circumstances. <input type="checkbox"/>	Adapts well to changes in tasks, priorities, and work environment. Demonstrates a cooperative attitude and a willingness to adjust to support team or organizational needs. <input type="checkbox"/>	Embraces change and actively contributes to process improvements or transitions. Demonstrates exceptional flexibility and often supports others in adapting to new conditions or procedures. <input type="checkbox"/>

Comments:

Criterion 3: Initiative

Exhibits motivation, optimism, and a proactive approach to responsibilities.

Criterion 3	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 3: Overall Score	Shows lack of motivation or interest in job responsibilities; rarely seeks out tasks. <input type="checkbox"/>	Performs assigned duties but does not go beyond minimum expectations; shows inconsistent initiative. <input type="checkbox"/>	Demonstrates a positive attitude and takes initiative to improve work processes or contribute to team goals. <input type="checkbox"/>	Consistently goes above and beyond; exhibits strong enthusiasm and creativity in problem-solving and innovation. <input type="checkbox"/>

Comments:

Criterion 4: Attendance & Punctuality

Maintains reliable attendance and reports to work on time.

Criterion 4	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 4: Overall Score	Frequently late to work without valid cause; Does not use leave entitlements appropriately; poor attendance negatively impacts workflow <input type="checkbox"/>	Attendance and punctuality are inconsistent; may require reminders or supervision; occasional misuse of leave time. <input type="checkbox"/>	Dependable; consistently on time, uses leave appropriately, and maintains regular attendance without impacting workflow. <input type="checkbox"/>	Demonstrates outstanding commitment to punctuality and reliability. Consistently arrives early or is fully prepared to start work on time. Rarely, if ever, takes unplanned leave. Communicates proactively about any potential scheduling issues. Serves as a role model and May mentor others in managing time effectively. <input type="checkbox"/>

Comments:

Criterion 5: Organization

Plans, prioritizes, and manages workload efficiently.

Criterion 5	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 5: Overall Score	Disorganization regularly interferes with performance; deadlines are often missed. <input type="checkbox"/>	Sometimes unorganized; occasional missed deadlines or last-minute work. <input type="checkbox"/>	Organizes work effectively; meets deadlines and prioritizes appropriately. <input type="checkbox"/>	Exemplary organizational skills; anticipates needs and maximizes efficiency in all areas. <input type="checkbox"/>

Comments:

Criterion 6: Communication

Uses appropriate and effective communication with staff, stakeholders, and the public.

Criterion 6	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 6: Overall Score	Communication is often unclear, inappropriate, or unprofessional; negatively impacts relationships or outcomes. <input type="checkbox"/>	Communication is inconsistent or sometimes ineffective; may require clarification or coaching. <input type="checkbox"/>	Communicates clearly and professionally; listens actively and conveys information accurately. <input type="checkbox"/>	Communicates exceptionally well; facilitates collaboration and understanding across all levels. <input type="checkbox"/>

Comments:

Criterion 7: Work Production

Completes work thoroughly, accurately, and within deadlines.

Criterion 7	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 7: Overall Score	Work is incomplete, inaccurate, or consistently late; requires frequent revision. <input type="checkbox"/>	Produces work below expectations; occasional errors or delays in completion. <input type="checkbox"/>	Produces accurate, timely, and complete work that meets established standards. <input type="checkbox"/>	Delivers high-quality work that exceeds expectations; efficient and detail-oriented under pressure. <input type="checkbox"/>

Comments:

Criterion 8: Self-Improvement

Demonstrates commitment to professional growth and learning.

Criterion 8	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 8: Overall Score	Shows little or no effort to improve skills or knowledge relevant to the job. <input type="checkbox"/>	Occasionally pursues professional development; growth efforts are inconsistent. <input type="checkbox"/>	Engages in continuous improvement; applies new skills and knowledge to enhance job performance. <input type="checkbox"/>	Actively seeks development opportunities; consistently integrates new skills and knowledge into exemplary performance. Shares expertise and/or assists others in their growth and learning. <input type="checkbox"/>

Comments:

Criterion 9: Job Knowledge & Skills

Demonstrates competency in technical knowledge, procedures, and responsibilities.

Criterion 9	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 9: Overall Score	Lacks essential knowledge and skills; requires frequent guidance or correction. <input type="checkbox"/>	Has partial knowledge of job duties; occasionally demonstrates skill gaps. <input type="checkbox"/>	Applies job-specific knowledge effectively; understands and follows established procedures. <input type="checkbox"/>	Demonstrates mastery of job functions; is a resource to others in technical areas. <input type="checkbox"/>

Comments:

Criterion 10: Customer Service

Responds professionally and courteously to all stakeholders.

Criterion 10	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 10: Overall Score	Frequently unresponsive, dismissive or impolite; fails to meet stakeholder needs. <input type="checkbox"/>	Occasionally lacks tact or timeliness; inconsistent service delivery. <input type="checkbox"/>	Consistently courteous, helpful, and responsive; meets customer expectations. <input type="checkbox"/>	Exceeds expectations; actively anticipates and resolves customer needs; builds trust and rapport. <input type="checkbox"/>

Comments:

Criterion 11: Teamwork & Collaboration

Works cooperatively with others to achieve common goals.

Criterion 11	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 11: Overall Score	Unwilling to work with others; creates conflict or barriers within the team. <input type="checkbox"/>	Participates in team efforts but may be hesitant or inconsistent in collaboration. <input type="checkbox"/>	Works effectively with others; supports team goals and values diverse contributions. <input type="checkbox"/>	Proactively fosters collaboration; contributes to a positive and cohesive work environment. <input type="checkbox"/>

Comments:

Overall Evaluation Scores

Criteria	Unsatisfactory = 1	Basic = 2	Proficient = 3	Distinguished = 4
Criterion 1: Dependability and Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 2: Flexibility and Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 3: Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 4: Attendance & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 5: Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 6: Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 7: Work Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 8: Self-Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 9: Job Knowledge & Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 10: Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 11: Teamwork & Collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Evaluation Score	_____			
	Score Range: 11 to 16	Score Range: 17 to 27	Score Range: 28 to 38	Score Range: 39 to 44

Summary Comments:

Performance Goals and/or Areas of Growth:

This evaluation has been reviewed with employee.

Date reviewed with employee

mm/dd/yyyy

Signatures:

Evaluator Signature

A large, empty rectangular box with a black border, intended for the evaluator's signature.

Not signed yet

Employee Signature

A large, empty rectangular box with a black border, intended for the employee's signature.

Not signed yet