

PSD Evaluation

Food and Nutrition Services Staff Evaluation

Employee information:

Employee # Employee Name

Employee School or Department Employee Job Title

Evaluator information:

Evaluator Name

Evaluation information:

Date From Date To School Year Eval Type

Food evaluation group

Additional Information:

- GENERAL CRITERIA: The following 14 criteria are viewed and analyzed by the evaluator based on the employee's job classification. The evaluator will check the appropriate rating box under each of the criteria using the italicized definition as a guide. The evaluator will provide comments for ratings of "unsatisfactory" or "needs improvement"

Criterion 1: Dependability/Reliability

Is dependable and trustworthy; independent worker who requires minimal supervision; Consistently follows through with job responsibilities in a timely fashion. Makes sound decisions. Maintains equipment/district property properly; Consider the extent to which the employee can be depended on to do the job. To what extent is supervision required?

Criterion 1	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 1: Overall Score	Work needs close and regular Supervision. Rarely able to Work independently. Cannot be depended on to complete work within assigned time. Unsatisfactory	Sometimes able to work independently, but work needs more than minimal supervision. More than occasionally, work allotted shift. Needs improvement.	Consistently dependable Performs all duties with minimal supervision. Work is completed on time consistently.	Highly dependable. Attends to every detail without supervision. All work completed on time.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Criterion 2: Flexibility/Adaptability

Makes adjustments and changes easily to work assignments and unforeseen circumstances; Readily accepts new or changing conditions; Works effectively in a variety of situations; Works well under stressful conditions; Are changes accepted and adjusted to?

Criterion 2	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 2: Overall Score	Has difficulty making Adjustments to different conditions. Unsatisfactory. <input type="checkbox"/>	Sometimes has difficulty make adjustments to different conditions. Needs improvement. <input type="checkbox"/>	Accepts new or different conditions; adjusts quickly; cooperative. <input type="checkbox"/>	Highly flexible; can be used effectively in different conditions. <input type="checkbox"/>

Comments:

Criterion 3: Initiative

Recognizes opportunities to take action appropriately; Self-starter; has new ideas and makes suggestions for positive change; Willing to take on new challenges. Are practical suggestions made frequently? Is the employee a self-starter? Are acquired skills shared with others?

Criterion 3	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 3: Overall Score	Negative and/or not interested In job. Not a self-starter and does not do more than the basic requirements of the job. Unsatisfactory. <input type="checkbox"/>	Occasionally lacks optimism and/or lacks interest in some job elements. Occasionally willing to take on a new challenge. Needs improvement. <input type="checkbox"/>	Consistently positive and shows high level interest in job. Sets goals and completes them. <input type="checkbox"/>	Exceptionally positive; Interest in job leads to exceptionally creative and Innovative performance. <input type="checkbox"/>

Comments:

Criterion 4: Attendance/Punctuality

Regularly in attendance and consistently on time; provides supervisor sufficient notice if absent. Is the employee on the job when scheduled?

Criterion 4	Unsatisfactory	Basic	Proficient
Criterion 4: Overall Score	Frequently absent of late. Not prepared to work. Unsatisfactory. <input type="checkbox"/>	Attendance, punctuality, and/or dependability could improve. Needs improvement. <input type="checkbox"/>	Displays good habits; on time and at work when scheduled. <input type="checkbox"/>

Comments:

Criterion 5: Safety/Sanitation

Keeps a clean and orderly work area. Adheres to safe work practices. Identifies and corrects unsafe conditions. Utilizes HACCP protocol and standard sanitation procedures in all facets of job performance. Is informed and can appropriately utilize MSDS if needed. Consider awareness of safe and sanitary practices and conditions in the work setting. Are possible hazards recognized quickly? Are appropriate steps taken to correct them? Are established safety and sanitation procedures followed?

Criterion 5	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 5: Overall Score	Does not adhere to safe work Practices and/or use of Nonstandard sanitation practices jeopardizes customer health. Unsatisfactory. <input type="checkbox"/>	Occasionally exhibits unsafe work practices or/and fails to follow HACCP and standard sanitation practices. Needs improvement. <input type="checkbox"/>	Keeps a safe and orderly work area and adheres to safe work practices. Identifies and corrects unsafe conditions. Utilizes HACCP protocol and standard sanitation procedures. <input type="checkbox"/>	Extremely organized; enhances work environment for self and coworkers. Proactively promotes safety and sanitation through consistent vigilance & methodical performance of job. <input type="checkbox"/>

Comments:

Criterion 6: Communication

Exchanges information appropriately; Tactful and considerate; Good listening skills; speaks and writes in a clear and understandable manner; Effectively deals with problems with parents, students and others. Consider the appropriateness, timeliness, professionalism, and clarity of communications. Is good judgement used when choosing (or not) to communicate? Communicates with supervisor when necessary? Do communications nurture positive work relationships?

Criterion 6	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 6: Overall Score	Use of inappropriate Communication skills seriously Affects job function. Does not Communicate in a clear and understandable manner orally or in writing. Unsatisfactory. <input type="checkbox"/>	Occasional use of inappropriate communication skills hamper job function. Does not consistently communicate in a clear and understandable manner orally or in writing. Needs improvement. <input type="checkbox"/>	Consistently uses appropriate communications skills. Generally communications in a clear and understandable manner both orally and in writing. <input type="checkbox"/>	Exceptional use of Communication skills enhances job function. Communicates in a clear and understandable manner both orally and in writing. <input type="checkbox"/>

Comments:

Criterion 7: Quantity of Work Production

Consistently accomplishes required amount of work. Good utilization of time; organizes tasks efficiently and effectively. Consider the volume of work done under everyday conditions. Is the work normally completed in the time allowed? Are time and materials used wisely?

Criterion 7	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 7: Overall Score	Produces an unacceptable Level of work. Unable to Complete job assignments Withing scheduled shift. Unsatisfactory. <input type="checkbox"/>	Produces below what can and should be done within normal shift assignment. Needs Improvement. <input type="checkbox"/>	Produces at expected levels. Work assignments are completed within assigned shift, and work pace is within Normal range. <input type="checkbox"/>	Produces above standard volume of work within assigned shift. Extremely high output. <input type="checkbox"/>

Comments:

Criterion 8: Quality of Work

Does thorough, accurate, neat and professional work; Produces high quality product; Has high standards and work ethic; Makes minimal errors. Consider the accuracy, thoroughness, consistency, and neatness of work. Is the work approached systematically? Is appropriate attention given to details?

Criterion 8	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 8: Overall Score	Many errors & assignments: Not complete. Unsatisfactory. <input type="checkbox"/>	Some errors and some Assignments not complete. Needs improvement. <input type="checkbox"/>	Work is thorough, accurate and complete. <input type="checkbox"/>	Work is exceptionally accurate and complete. <input type="checkbox"/>

Comments:

Criterion 9: Self-Improvement

Enhances job performance by participating in learning opportunities; Open to suggestions and makes changes as necessary; Self-reflects; Interested in work and in increasing knowledge and improving skills. Is the staff member open to change and learning new ways of doing things? Is appropriate attention given when suggestions for improvement are made? Is the employee striving for improvement?

Criterion 9	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 9: Overall Score	Very resistant to change and defensive when suggestions provided. Unsatisfactory. <input type="checkbox"/>	Occasionally resistant to change and does not listen When suggestions for improvement are made. Needs improvement. <input type="checkbox"/>	Strives for improvement on regular basis. Generally open to suggestions for improvement. <input type="checkbox"/>	Exceptional efforts at self-improvement. Seeks suggestions for improvement and quickly implements suggestions. <input type="checkbox"/>

Comments:

Criterion 10: Work Knowledge and Skills

Understands all aspects of the job; Possesses knowledge and skills necessary to perform job; Pays attention to details; Understands technical job processes; Uses food service industry standard sanitation techniques, knows and uses departmental standards, routinely applies job knowledge when using processing equipment, computers, and kitchen/service facilities. Consider knowledge and understanding of the job. Are the correct methods or techniques used? Is the knowledge routinely applied on the job?

Criterion 10	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 10: Overall Score <input type="checkbox"/>	Lacks considerable understanding of the principles, concepts & requirements of the job. Unsatisfactory. <input type="checkbox"/>	Lacks some understanding of the principles, concepts and requirements of the job. Needs improvement. <input type="checkbox"/>	Generally understands the principles, concepts and requirements of the job. <input type="checkbox"/>	Thoroughly understands the principles, concepts and requirements of the job. <input type="checkbox"/>

Comments:

Criterion 11: Customer Service Skills

Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner; Friendly and helpful; Handles sensitive issues appropriately. Are students and adult customers treated with respect? Is a service orientation shown?

Criterion 11	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 11: Overall Score <input type="checkbox"/>	Frequently fails to make an effort to meet customer needs. Often does not treat customers with courtesy and respect. Unsatisfactory. <input type="checkbox"/>	Occasionally does not practice appropriate customer service skills. Occasionally does not treat customers with courtesy and respect. Needs improvement. <input type="checkbox"/>	Meets expectations of customers on regular basis. Consistently treats customers with courtesy and respect. <input type="checkbox"/>	Actively seeks to understand and satisfy customers needs. Treats customers with courtesy respect & engages customers to build rapport. <input type="checkbox"/>

Comments:

Criterion 12: Teamwork

Works cooperatively with others; Uses tact and diplomacy; Develops good working relationships; Promotes good staff morale; Puts team needs above individual needs; Works positively in solving problems. Consider relationships within the work environment. Are efforts made to build positive work relationships?

Criterion 12	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 12: Overall Score <input type="checkbox"/>	Exhibits unwillingness to work effectively in a team setting. Unsatisfactory. <input type="checkbox"/>	Sometimes has difficulty participating as a team member. Needs improvement. <input type="checkbox"/>	Works cooperatively with all team members. <input type="checkbox"/>	Seeks opportunities to collaborate with others as well as working collaboratively with others. <input type="checkbox"/>

Comments:

Criterion 13: Conformance with Standards

Adheres to Federal, State, District, building and department policies/regulations and standards. Understands the need for and maintains confidentiality; Consider compliance with site operations manual and USDA regulations. Are FNS departmental standards and specifications followed?

Criterion 13	Unsatisfactory	Basic	Proficient	Distinguished
Criterion 13: Overall Score	Fails to comply with policies and/or standards. Unsatisfactory. <input type="checkbox"/>	Sometimes has difficulty complying with policies and/or standards. Needs Improvement. <input type="checkbox"/>	Consistently adheres to all policies and standards. <input type="checkbox"/>	Promotes expectations and standards. <input type="checkbox"/>

Comments:

Criterion 14: Uniform Compliance

Adheres to uniform standards. Is the employee in uniform? Is the uniform appropriately maintained?

Criterion 14	Unsatisfactory	Basic	Proficient
Criterion 14: Overall Score	Frequently not in uniform. Uniform is frequently not maintained. Unsatisfactory. <input type="checkbox"/>	Occasionally not in uniform. Occasionally uniform is not maintained. Needs Improvement. <input type="checkbox"/>	Consistently in well-maintained uniform and ready to work. <input type="checkbox"/>

Comments:

Overall Evaluation Scores

Criteria	Unsatisfactory = 1	Basic = 2	Proficient = 3	Distinguished = 4
Criterion 1: Dependability/Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 2: Flexibility/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"/>	
Criterion 5: Safety/Sanitation	<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: Quantity of Work Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 8: Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 9: Self-Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 10: Work Knowledge and Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 11: Customer Service Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 12: Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 13: Conformance with Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 14: Uniform Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Evaluation Score	_____			
	Score Range: 14 to 20	Score Range: 21 to 34	Score Range: 35 to 48	Score Range: 49 to 56

Areas of Focus / Concerns:

Performance Objectives / Goals:

This evaluation has been reviewed with employee.

Date reviewed with employee

Signatures:

Evaluator Signature

Not signed yet

Employee Signature

Not signed yet