

PERFORMANCE FEEDBACK WORKSHEET

Employee Name: _____

Job Title: _____

Employee ID: _____

Review Period: _____ to _____

Division/Unit: _____

Date: _____

Immediate Supervisor: _____

Type of Review:

- | | |
|--|--|
| <input type="checkbox"/> Quarter Entrance Probation | <input type="checkbox"/> Transfer to New Supervisor |
| <input type="checkbox"/> Quarter Promotion Probation | <input type="checkbox"/> 6 Month Feedback for Permanent Employee |
| <input type="checkbox"/> Quarter Voluntary Probation | <input type="checkbox"/> Other _____ |

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:

Employee Signature

Signature acknowledges discussion of this evaluation with supervisor. Signature may or may not necessarily imply agreement.

Date: _____

Rater Signature

Signature acknowledges that this appraisal, key responsibilities, and the employee's performance are accurately reflected in this evaluation.

Date: _____

EMPLOYEE JOB PURPOSE and KEY RESPONSIBILITIES:

OBJECTIVES AND RESULTS:

List objectives to complete and updates

PROBATIONARY TRAINING OBJECTIVES:

(List training plan activities)

EMPLOYEE DEVELOPMENT PLAN:

(For Permanent Employees)The supervisor should work with the employee to designate a development plan. Examples should include: internal and external trainings, cross-functional teams, special projects, and job shadowing.

Objective 1:

Objective 2:

PERFORMANCE STANDARDS

<p>Quality of Work: This performance expectation describes the employee's work in terms of consistency, thoroughness and accuracy.</p> <ul style="list-style-type: none"> Completes acceptable work product and meets IDOC performance standards Completes work accurately and thoroughly Follows established policies, procedures and directives Attentive to detail with minimal errors 	<p>Rating</p>
<p>Comments:</p>	

<p>Interpersonal Skills: This performance expectation describes how well the employee establishes and maintains positive working relationships.</p> <ul style="list-style-type: none"> Demonstrates appropriate communication and listening skills Handles problems and conflicts professionally, efficiently and timely Demonstrates positive attitude Open to constructive criticism, feedback and coaching Promotes a respectful workplace environment 	<p>Rating:</p>
<p>Comments:</p>	

<p>Dependability: This performance expectation describes how well the employee meets expectations of being able to report to work and dependability on the job.</p> <ul style="list-style-type: none"> Proper procedure is followed to request vacation and/or call off sick Sick Leave as defined in policy is used for the appropriate reasons Time Cards are filled out timely and accurately Fulfills overtime requirements – Where applicable Flexes job duties to meet work requirements – Where applicable <i>Using Sick Leave and FMLA cannot have a negative impact on the evaluation rating.</i> 	<p>Rating:</p>
<p>Comments:</p>	

<p>Productivity: This performance expectation describes how the employee manages and completes workload expectations in a timely manner.</p> <ul style="list-style-type: none"> Prioritizes tasks to meet deadlines and timelines 	<p>Rating:</p>
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<p>Completes all duties and responsibilities for position Adapts to changes in the workplace so that tasks are completed Demonstrates teamwork to ensure that the work team goals are met</p>	
<p>Comments:</p>	

<p>Safety: This performance expectation describes how well the employee supports a safe work environment. Follows all policies and procedures to ensure safety in the workplace Wears safety and protective gear appropriately Identifies and/or reports safety and critical incidents Keeps the workplace clean and free from safety hazards</p>	<p>Rating:</p>
<p>Comments:</p>	

Rating Definitions

EP – EXEMPLARY PERFORMANCE

This rating is used in special circumstances for employees that should receive recognition for taking on additional challenges or tasks that have been completed with significant results.

- Seeks out opportunities to improve work processes and then implements improvements
- Mastered work duties, so additional responsibilities or tasks are completed
- Completed additional goals, tasks or responsibilities that impacted the agency in a positive manner

SP - SOLID PERFORMANCE

This employee consistently demonstrates good solid performance in their assigned work duties and has proven to be effective and competent in meeting job expectations on a consistent basis.

- Applies appropriate judgment when completing work responsibilities
- Provides training and support in work processes and procedures
- Participates in respectfully sharing ideas and opinions for improvements
- Implements changes with a positive attitude

AP - ACHIEVES PERFORMANCE

This employee meets basic job requirements for the time spent in their assigned work performance.

- Responsibilities are completed, but may require additional supervision
- Meets general work requirements, but additional training may be beneficial to achieve next performance level
- Participates with the team
- May at times contribute to problem solving or offer assistance

DNA - DOES NOT ACHIEVE PERFORMANCE

This employee's performance needs improvement and doesn't meet expectations.

- Carries out responsibilities and performs in an unreliable or inconsistent manner when completing work
- Requires substantial supervisory oversight
- Demonstrates a negative attitude
- Often fails to recognize and identify routine problems
- Has not shown improvement