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| --- | --- | --- | --- |
| Weight | KEY JOB ELEMENTS | SUMMARY OF PERFORMANCE | Score |
|  | In the spaces below list the key job  elements (KJE’s); major responsibilities, primary duties, critical functions. Assign a relative priority to each KJE at left. These must total 100. | Cite accomplishments, contributions or deficiencies in performance for each key job element. Please cite those significant incidents and observations of performance which validate the performance code you assign. |  |
|  |  |  |  |
| 100 |  |  |  |
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INSTRUCTIONS

In this section you are to list the Key Job Elements of the position being evaluated. Key Job Elements are the major responsibilities, primary duties or critical function, and each one should have a priority rating noted in the "Rating" column to equal 100.

The Position Description Review form which lists the Job Tasks and Standards should be utilized as a reference to evaluate the performance level of the incumbent. In the Summary of Performance, record your judgment of this employee's Job Performance for each Key Job Element, focusing upon ongoing performance, as well as achievement of specific goals.

The following performance levels and their corresponding code number will be assigned to each summary of performance and placed in the "code" column. Immediately below the code you assign please compute the weighted rating which will be totaled at the end of this section.

5. Outstanding Performance

Employee excels in virtually all criteria, or standards of performance, of the work, having reached the ultimate in job performance on a sustained basis. Performance is of a rare quality found only in a small percentage of people in this occupation. Decisions and recommendations are invariably sound and consistently in high risk areas in relations to job responsibilities. In terms of what is inherently possible on this job, employee regularly perceives present and future needs which are seldom perceived by others, initiates, plans for and accomplishes innovative and highly worthwhile objectives.

4. Excellent Performance

Performance exceeds the criteria, or standards of performance, for practically all aspects of the work. Employee performs even the difficult and complex parts of the job competently and thoroughly, including extra or unique tasks assigned. Decisions and recommendations are usually sound and often in the high risk areas of the job responsibilities. In terms of what is inherently possible on this job, employee is often innovative and initiates, plans for and accomplishes worthwhile objectives, whether self-initiated or established by others.

3. Good/Competent Performance

Represents fully successful performance. Performance fully meets the criteria, or standards of performance, for practically all aspects of the work. The employee's performance is steady, reliable and competent and is maintained with a minimum of supervision. Decisions and recommendations are usually sound and generally in the moderate risk or structured areas of the job. Employee is generally able to accomplish all established objectives and may contribute worthwhile objectives on own initiative.

2. Needs slight improvement

Performance does not meet the criteria, or standards of performance, for a minority of the aspects of the work. The employee's performance is steady and reliable although somewhat more than minimal supervision is needed to maintain job performance and to achieve fully the position objectives. Decisions and recommendations are usually sound but generally in the low risk, highly routine or structured areas of the job. While employee may occasionally originate worthwhile objectives, he/she sometimes fails to meet job objectives established by others.

1. Needs much improvement

Performance is below the criteria, or standards of performance, for a majority of the total job. Job objectives are frequently not met or are met with only a minimum level of acceptability. Decisions and recommendations are often not sound and usually in the low risk, highly routine or structured areas of the job. There is an urgent need to make a concentrated effort to improve the employee's performance. If performance does not improve in a maximum of *four* months the employee should be transferred to a position where there is a much better probability of success, or be terminated. A reappraisal is required within four months.

1. Too early for evaluation (less than three months). Must be evaluated after six months in position.