

J. PERFORMANCE PLANNING AND REVIEW

The Performance Review System is a tool used to measure individual performance and to develop employees into high-performing individuals. This Performance Review System is completed for all Commission employees. The performance evaluation year shall be from September 1st through August 31st of the following year. The Human Resources Department will provide performance evaluations to necessary supervisors.

Immediate supervisors are responsible for completing the employee's review packet. The packet is then given to Department head for review. After the Department head has completed and reviewed all necessary packets, the packets are given to the Executive Director for final approval. Once final approval is received, the immediate supervisor is responsible for scheduling appointments with employees to review the performance evaluation. ALL supervisor ratings and comments should be kept OBJECTIVE & CONFIDENTIAL.

The following criteria categories will be used to evaluate employees:

1. Technical and Professional
2. Administrative and Supervisory
3. Managerial and Supervisory

The following ratings will be used to evaluate performance: (see performance planning and review instruction sheet below for definitions of rating scale)

1. Excellent
2. Successful
3. Needs Improvement
4. No Basis

GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW INSTRUCTION SHEET
"Technical & Professional" Criteria Packet

These instructions are provided for use in explaining the GLPC's Performance Planning & Review Process and should remain attached to the planning & review forms.

Three different categories of criteria are established for use by this agency. Although they differ by job type, they are similar regarding agency core beliefs, ethics, and actions. This allows each evaluation to be comparable to other employees by position and all employees of the agency.

CRITERIA CATEGORIES:	Dept./Job Type Users:
TECHNICAL & PROFESSIONAL	SECURITY-Harbor Police/OPERATIONS-Airport/IT-Techs
ADMINISTRATIVE & OPERATIONAL	ADMINISTRATION-Clerical/OPERATIONS-Maintenance
MANAGERIAL & SUPERVISORY	Dept Heads & any with supervisory responsibilities

(Different Criteria Category Forms are identified on the bottom of Page number's 2, 3, & 4.)

Before beginning this evaluation carefully review the Rating Scale to be utilized for each rating criteria.

This Performance Review is to serve as a record of performance and accomplishments during the rating period depicted. Its purpose is to summarize the information necessary to report each employee's current performance and to assist both the supervisor, employee and others in effectively developing and counseling staff. This evaluation will also be used in selecting qualified individuals for further assignments and in administering an equitable compensation program. This Performance Review should be discussed with each employee of the agency. Supervisor ratings and comments should be kept as OBJECTIVE & CONFIDENTIAL as possible. Appropriate performance based comments should support ratings.

Please note that a rating of "SUCCESSFUL" completely describes satisfactory performance and is noted as the basis under each rating criteria.

RATINGS:

The following descriptions will help in using the rating scale.
 Support for each performance rating should be indicated in the comments section.

"EXCELLENT" indicates exceptional performance that consistently exceeds the quality requirements of the position. If this category is used, there should be specific comments regarding how performance is **above expectations** and that of a "Role Model" or "Model Employee".

"SUCCESSFUL" indicates performance that consistently meets the requirements of the position and works very well with a minimum of supervision. This rating is used to describe performance of high quality which meets the standards of the agency. The employee is considered **at expectations** and "On Track."

"NEEDS IMPROVEMENT" indicates performance that **does NOT meet expectations**. If this category is used, there should be specific comments regarding how performance should be improved. Documentation is needed!!!

"NO BASIS" indicates the evaluator is unable to appraise the performance of the employee or the criteria does not apply.

Louisiana is in an "AT-WILL" employment state and this agency considers itself an "AT-WILL" employer, meaning that either the agency or employee can end the employment relationship at any time and for any or no reasons. The ratings reflected by this form do not alter the parties "AT-WILL" relationship.

**GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW FORM**

Employee Name: _____ Department Head: _____

Job Title: _____ HR Representative: _____

Performance Criteria Form used: **TECHNICAL & PROFESSIONAL**
Planning & Review Period:
 From: _____
 To: _____

- Department (check):**
 SECURITY/HARBOR POLICE FINANCE
 OPERATIONS-MAINTENANCE ECONOMIC DEVELOPMENT
 OPERATIONS-AIRPORT INFORMATION TECHNOLOGY
 EXECUTIVE LEGAL

Planning Session:
 Date Conducted: _____ Planner: _____ HR Rep Present
 Date Updated: _____ Planner: _____ HR Rep Present
 Planner Signature: X _____ Date: _____
 Employee Signature: X _____ Date: _____

Rating Session:
 Date Conducted: _____ Evaluator: _____ HR Rep Present
 Date Reviewed: _____ Next Level Mngr: _____
 Date Approved: _____ Executive Director: _____

Final Rating: (from Page 5)
 Score: _____ equates to:
 EXCELLENT {2.50 TO 3.00}
 SUCCESSFUL {1.50 TO 2.49}
 NEEDS IMPROVEMENT {1.00 TO 1.49}
 NO BASIS
 Evaluator Comments:

Required Signatures:
 Employee Statement - I have had this evaluation discussed with me and have been provided a copy.
 I understand that my signature does not imply agreement with the rating for which I have provided comments.
 Employee Signature: X _____ Date: _____
 Employee Comments:

Evaluator Signature: X _____ Date: _____
 Next Level Mngr Signature: X _____ Date: _____
 HR Rep Signature: X _____ Date: _____
 Executive Director Signature: X _____ Date: _____

PERFORMANCE RESULTS	
1. QUALITY OF WORK	Expectation Rating:
Expectation: Completes high quality work with thoroughness and accuracy to achieve results. Thoroughly follows standards and procedures. Keeps complete records. Pays adequate attention to detail.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
2. QUANTITY OF WORK	Expectation Rating:
Expectation: Completes assignments by or before deadline. Produces acceptable quantity of work. Maintains control of work regardless of environmental pressures. Manages priorities. Accepts new responsibilities.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
PERFORMANCE FACTORS	
3. JOB KNOWLEDGE & TECHNICAL APPLICATION	Expectation Rating:
Expectation: Applies technical, professional knowledge to job requirements. Responds with constructive activities after manager feedback. Keeps job knowledge and technical skills current. Participates in professional societies. Uses past experience to solve problems. Applies company and industry information and is resourceful in accomplishing tasks.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
4. ORGANIZATION & PLANNING	Expectation Rating:
Expectation: Sets priorities to optimize time usage. Engages in short and long term planning. Proposes milestones which allow progress to be adequately measured. Adheres to schedules and plans.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

5. ANALYTICAL & PROBLEMSOLVING	Expectation Rating:
Expectation: Understands and defines problems clearly. Formulates realistic solutions. Participates constructively in group problem solving. Anticipates and prevents problems.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
6. JUDGMENT & DECISION MAKING	Expectation Rating:
Expectation: Considers relevant alternatives before making decisions. Shows timeliness and conviction in making recommendations and decision that withstand critical examination.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
7. DEPENDABILITY	Expectation Rating:
Expectation: Punctuality, attendance, and attentiveness. Meets commitments, accepts accountability, stays focused under pressure. Adheres to established guidelines and rules of the organization.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
8. INNOVATION & CREATIVITY	Expectation Rating:
Expectation: Generate workable ideas, concepts, and techniques. Willing to attempt new approaches. Simplifies and/or improves procedures, techniques, and processes.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

INTERPERSONAL SKILLS	
9. COMMUNICATION	Expectation Rating:
Expectation: Articulates ideas in a clear, concise, and appropriate assertive manner. Produces readable, concise and accurate written documentation. Provides professional service to both internal and external clients.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
10. SUPERVISION	Expectation Rating:
Expectation: Executes directions and plans from manager. Accepts constructive criticism and feedback. Keeps manager involved and informed on a timely basis.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
11. TEAMWORK	Expectation Rating:
Expectation: Assists others when needed. Participates effectively in the work team by offering ideas. Listens to other's suggestions or ideas. Prevents or resolves conflict. Effectively manages team when needed.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
DEVELOPMENT GOAL	
12.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

CURRENT PERIOD ASSIGNED GOALS	
13.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
14.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
SUMMARY	
Number of "EXCELLENT" Expectations = _____ X 3 = _____	Summary Rating:
Number of "SUCCESSFUL" Expectations = _____ X 2 = _____	EXCELLENT (2.50 To 3.00)
Number of "NEEDS IMPROVEMENT" Expectations = _____ X 1 = _____	SUCCESSFUL (1.50 To 2.49)
(Sum of 3 lines above) TOTAL = _____	NEEDS IMPROVEMENT (1.0 To 1.49)
Number of Criteria Used _____	NO BASIS
Divide "TOTAL" by "Number of Criteria Used" equals SCORE=====	
(Circle the Summary Rating correlated to end SCORE)	

GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW INSTRUCTION SHEET
"Administrative & Operational" Criteria Packet

These instructions are provided for use in explaining the GLPC's Performance Planning & Review Process and should remain attached to the planning & review forms.

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CRITERIA CATEGORIES:	Dept/Job Type Users:
TECHNICAL & PROFESSIONAL	SECURITY-Harbor Police/OPERATIONS-Airport/IT-Techs
ADMINISTRATIVE & OPERATIONAL	ADMINISTRATION-Clerical/OPERATIONS-Maintenance
MANAGERIAL & SUPERVISORY	Dept Heads & any with supervisory responsibilities

(Different Criteria Category Forms are identified on the bottom of Page number's 2, 3, & 4.)

Before beginning this evaluation carefully review the Rating Scale to be utilized for each rating criteria.

This Performance Review is to serve as a record of performance and accomplishments during the rating period depicted. Its purpose is to summarize the information necessary to report each employee's current performance and to assist both the supervisor, employee and others in effectively developing and counseling staff. This evaluation will also be used in selecting qualified individuals for further assignments and in administering an equitable compensation program. This Performance Review should be discussed with each employee of the agency. Supervisor ratings and comments should be kept as OBJECTIVE & CONFIDENTIAL as possible. Appropriate performance based comments should support ratings.

Please note that a rating of "SUCCESSFUL" completely describes satisfactory performance and is noted as the basis under each rating criteria.

RATINGS:

The following descriptions will help in using the rating scale.
Support for each performance rating should be indicated in the comments section.

"EXCELLENT" indicates exceptional performance that consistently exceeds the quality requirements of the position. If this category is used, there should be specific comments regarding how performance is **above expectations** and that of a "Role Model" or "Model Employee".

"SUCCESSFUL" indicates performance that consistently meets the requirements of the position and works very well with a minimum of supervision. This rating is used to describe performance of high quality which meets the standards of the agency. The employee is considered **at expectations** and "On Track."

"NEEDS IMPROVEMENT" indicates performance that **does NOT meet expectations**.
If this category is used, there should be specific comments regarding how performance should be improved. Documentation is needed!!!

"NO BASIS" indicates the evaluator is unable to appraise the performance of the employee or the criteria does not apply.

Louisiana is in an "AT-WILL" employment state and this agency considers itself an "AT-WILL" employer, meaning that either the agency or employee can end the employment relationship at any time and for any or no reasons. The ratings reflected by this form do not alter the parties "AT-WILL" relationship.

**GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW FORM**

Employee Name: _____ Department Head: _____

Job Title: _____ HR Representative: _____

Performance Criteria Form used: **ADMINISTRATIVE & OPERATIONAL** **Planning & Review Period:**
From: _____
To: _____

Department (check):
 SECURITY/HARBOR POLICE FINANCE
 OPERATIONS-MAINTENANCE ECONOMIC DEVELOPMENT
 OPERATIONS-AIRPORT INFORMATION TECHNOLOGY
 EXECUTIVE LEGAL

Planning Session:

Date Conducted: _____ Planner: _____ HR Rep Present

Date Updated: _____ Planner: _____ HR Rep Present

Planner Signature: X _____ Date: _____

Employee Signature: X _____ Date: _____

Rating Session:

Date Conducted: _____ Evaluator: _____ HR Rep Present

Date Reviewed: _____ Next Level Mngr: _____

Date Approved: _____ Executive Director: _____

Final Rating: (from Page 5)

Score: _____ equates to:
 EXCELLENT {2.50 TO 3.00}
 SUCCESSFUL {1.50 TO 2.49}
 NEEDS IMPROVEMENT { 1.00 TO 1.49}
 NO BASIS

Evaluator Comments:

Required Signatures:

Employee Statement - I have had this evaluation discussed with me and have been provided a copy.
 I understand that my signature does not imply agreement with the rating for which I have provided comments.

Employee Signature: X _____ Date: _____

Employee Comments:

Evaluator Signature: X _____ Date: _____

Next Level Mngr Signature: X _____ Date: _____

HR Rep Signature: X _____ Date: _____

Executive Director Signature: X _____ Date: _____

PERFORMANCE RESULTS	
1. QUALITY OF WORK	Expectation Rating:
Expectation: Accuracy, neatness, confidentiality. Processes, maintains, and completes assignments thoroughly. Works independently when necessary. Processes necessary paperwork with attention to detail.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
2. QUANTITY OF WORK	Expectation Rating:
Expectation: Completes assignments by or before deadline. Produces acceptable quantity of work. Works at steady pace regardless of environmental pressures.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
PERFORMANCE FACTORS	
3. JOB KNOWLEDGE & TECHNICAL APPLICATION	Expectation Rating:
Expectation: Exhibits necessary job knowledge and technical skills. Keeps job knowledge and technical skills current.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
4. ORGANIZATION & PLANNING	Expectation Rating:
Expectation: Schedules time effectively. Prioritizes assignments to avoid crises. Keeps work area orderly. Initiates activities to stay busy and productive when necessary.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

5. DECISION MAKING & PROBLEMSOLVING	Expectation Rating:
Expectation: Presents and weighs alternatives before making decisions. Consults others when appropriate. Anticipates and prevents problems. Generates alternative solutions and selects optimal solution.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
6. ADAPTABILITY	Expectation Rating:
Expectation: Shows flexibility in responding to change. Willingly takes on new responsibilities. Effectively handles pressure.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
7. DEPENDABILITY	Expectation Rating:
Expectation: Punctuality, attendance, and attentiveness. Meets commitments, accepts accountability, stays focused under pressure. Adheres to established guidelines and rules of the organization.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
8. INITIATIVE	Expectation Rating:
Expectation: Persistence and resourcefulness. Sees beyond immediate assignments and acts on opportunities and problem areas. Generates new ideas and practices self-development.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

INTERPERSONAL SKILLS	
9. COMMUNICATION	Expectation Rating:
Expectation: Presents ideas effectively and listens to others. Writes clear, concise documentation. Provides professional service to both internal and external customers.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
10. SUPERVISION	Expectation Rating:
Expectation: Accepts direction and supervision in a positive manner. Keeps supervisor advised of problems, ideas, and decisions when needed.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
11. TEAMWORK	Expectation Rating:
Expectation: Works well with others. Demonstrates responsiveness to requests from others. Provides assistance when needed. Helps resolve conflicts.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
DEVELOPMENT GOAL	
12.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

CURRENT PERIOD ASSIGNED GOALS	
13.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
14.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
SUMMARY	
Number of "EXCELLENT" Expectations = _____ X 3 = _____	Summary Rating:
Number of "SUCCESSFUL" Expectations = _____ X 2 = _____	EXCELLENT (2.50 To 3.00)
Number of "NEEDS IMPROVEMENT" Expectations = _____ X 1 = _____	SUCCESSFUL (1.50 To 2.49)
(Sum of 3 lines above) TOTAL = _____	NEEDS IMPROVEMENT (1.0 To 1.49)
Number of Criteria Used _____	NO BASIS
Divide "TOTAL" by "Number of Criteria Used" equals SCORE =====	
(Circle the Summary Rating correlated to end SCORE)	

GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW INSTRUCTION SHEET
"Managerial & Supervisory" Criteria Packet

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MANAGERIAL & SUPERVISORY	Dept Heads & any with supervisory responsibilities

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RATINGS:

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**GREATER LAFOURCHE PORT COMMISSION
PERFORMANCE PLANNING & REVIEW FORM**

Employee Name: _____ Department Head: _____

Job Title: _____ HR Representative: _____

Performance Criteria Form used:

MANAGERIAL & SUPERVISORY

Planning & Review Period:

From: _____

To: _____

Department (check):

SECURITY/HARBOR POLICE FINANCE

OPERATIONS-MAINTENANCE ECONOMIC DEVELOPMENT

OPERATIONS-AIRPORT INFORMATION TECHNOLOGY

EXECUTIVE LEGAL

Planning Session:

Date Conducted: _____ Planner: _____ HR Rep Present

Date Updated: _____ Planner: _____ HR Rep Present

Planner Signature: X _____ Date: _____

Employee Signature: X _____ Date: _____

Rating Session:

Date Conducted: _____ Evaluator: _____ HR Rep Present

Date Reviewed: _____ Next Level Mngr: _____

Date Approved: _____ Executive Director: _____

Final Rating: (from Page 5)

Score: _____ equates to:

EXCELLENT {2.50 TO 3.00}

SUCCESSFUL {1.50 TO 2.49}

NEEDS IMPROVEMENT {1.00 TO 1.49}

NO BASIS

Evaluator Comments:

Required Signatures:

Employee Statement - I have had this evaluation discussed with me and have been provided a copy.

I understand that my signature does not imply agreement with the rating for which I have provided comments.

Employee Signature: X _____ Date: _____

Employee Comments:

Evaluator Signature: X _____ Date: _____

Next Level Mngr Signature: X _____ Date: _____

HR Rep Signature: X _____ Date: _____

Executive Director Signature: X _____ Date: _____

PERFORMANCE RESULTS	
1. MANAGEMENT EFFECTIVENESS & LEADERSHIP	Expectation Rating:
Expectation: Delegates effectively and supervises follow-through. Persuasive, fair, impartial, sets high standards, establishes clear focus and direction. Achieves desired results with support, confidence and integrity.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
2. ADMINISTRATION	Expectation Rating:
Expectation: Ability to manage consistent with Company policies and procedures. Maintains effective checks and controls over area of responsibility. Overall effectiveness for systems functioning smoothly.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
PERFORMANCE FACTORS	
3. JOB KNOWLEDGE & TECHNICAL APPLICATION	Expectation Rating:
Expectation: Displays knowledge and expertise of sound management practices. Keeps technical knowledge current. Improves supervisory skills through internal and external training programs.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
4. PLANNING	Expectation Rating:
Expectation: Develops realistic plans that meet company goals and future needs. Exhibits foresight in recognizing potential problems and develops solutions. Foresees changes and trends.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

5. EXPENSE CONTROL & REDUCTION	Expectation Rating:
Expectation: Tracks and adheres to financial plan. Makes sound decisions that consider cost/benefit. Accurate estimation of expense levels. Innovative ideas to reduce expenses.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
6. JUDGMENT & DECISION MAKING	Expectation Rating:
Expectation: Accumulate all relevant information prior to making decisions. Present well considered and appropriate alternatives when making recommendations. Makes decisions in a timely manner.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
7. DEPENDABILITY	Expectation Rating:
Expectation: Punctuality, attendance, and attentiveness. Meets commitments, accepts accountability, stays focused under pressure. Adheres to established guidelines and rules of the organization.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
8. INNOVATION & CHANGE	Expectation Rating:
Expectation: Initiates change when necessary. Generates ideas to solve problems and improve performance. Exhibits creativity. Receptive to new ideas. Encourages others to accept change.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT

INTERPERSONAL SKILLS	
9. COMMUNICATION	Expectation Rating:
Expectation: Effectively presents, exchanges, and receives information both orally and in writing. Promotes mutual understanding, respect, and productivity. Appropriately expresses opinions. Keeps others informed.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
10. SUBORDINATE RELATIONSHIP & DEVELOPMENT	Expectation Rating:
Expectation: Hires competent employees and delegates appropriately. Effectively deals with employee conflict. Provides opportunity for growth, challenges, and motivates. Applies consistent performance standards.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
11. ORGANIZATIONAL RELATIONSHIPS	Expectation Rating:
Expectation: Executes direction and plans from superiors. Keeps managers informed and submits reports timely. Works effectively with superior and peers. Profits from constructive criticism.	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
DEVELOPMENT GOAL	
12.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS

CURRENT PERIOD ASSIGNED GOALS	
13.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
14.	Expectation Rating:
Expectation:	EXCELLENT
Comments:	SUCCESSFUL
	NEEDS IMPROVEMENT
	NO BASIS
SUMMARY	
Number of " EXCELLENT " Expectations = _____ X 3 = _____	Summary Rating:
Number of " SUCCESSFUL " Expectations = _____ X 2 = _____	EXCELLENT (2.50 To 3.00)
Number of " NEEDS IMPROVEMENT " Expectations = _____ X 1 = _____	SUCCESSFUL (1.50 To 2.49)
(Sum of 3 lines above) TOTAL = _____	NEEDS IMPROVEMENT (1.0 To 1.49)
Number of Criteria Used _____	NO BASIS
Divide "TOTAL" by "Number of Criteria Used" equals SCORE=====	
(Circle the Summary Rating correlated to end SCORE)	