

HORTICULTURE & CROP SCIENCE EMPLOYEE EVALUATION TOOL

Employee _____

Job Title _____

Classification _____

Department _____

Supervisor(s) _____

Review Period _____ **Review Date** _____

CONTENTS AND TIMELINE OF THE EMPLOYEE EVALUATION TOOL

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|--------------------------|---|
| I. JOB DESCRIPTION | - Completed by supervisor. |
| II. SELF-EVALUATION | - Completed by employee/given to supervisor one week prior to review. |
| III. EMPLOYEE REVIEW | - Completed by supervisor/given to employee one week prior to review. |
| IV. GOALS AND OBJECTIVES | - Completed by supervisor and employee during review. |
| V. SUPERVISOR'S REVIEW | - Completed by employee prior to review/given to supervisor after review. |
| VI. INTERIM REVIEW | - Completed by employee and supervisor 3 times a year (Worksheet). |

I. JOB DESCRIPTION

- 1) Review attached copy of the employee's job description.
- 2) Check the appropriate boxes:
Yes No
Job description was reviewed by supervisor.
Job description was discussed with employee.
- 3) Was the job description updated?
- 4) Identify all additions/deletions below or in red ink on the attached job description.

II. SELF-EVALUATION

To be completed by the employee and given to supervisor one week prior to the annual review.

Employee: _____

Supervisor: _____

Date: _____

A. I am proficient in the following areas of my job:

B. I desire to improve in the following areas of my job:

C. I have acquired the following skills in the past year:

D. I am proficient at the following skills which are not currently utilized in my position:

E. I would like to learn the following skills which may be used but are not currently used in my position:

F. I like the following aspects of my job:

G. I suggest the following changes be made to my job:

III. EMPLOYEE PERFORMANCE REVIEW

To be completed by the supervisor and given to the employee one week prior to annual review.

A. APPRAISAL CATEGORIES

(Circle "+" for excellence, "-" for needs improvement, and no marking for meets expectations. Each item must be supported by a statement or marked "NA" if not applicable or unknown.)

1. JOB KNOWLEDGE

- + - Understands job duties and responsibilities

- + - Possesses skills/knowledge to perform duties

- + - Keeps up to date with changes in job skills/knowledge

- + - Understands role in the department's mission and vision

- + - Overcomes obstacles to job performance

State future actions for improvement, if needed:

2. PRODUCTIVITY

- + - Sets priorities

- + - Is a self motivated, independent worker

- + - Manages tasks efficiently

- + - Sets and accomplishes goals

- + - Takes on new projects/challenges

- + - Delegates when appropriate

- + – Learns from past errors
-

State future actions for improvement, if needed:

3. QUALITY OF WORK

- + – Takes pride in work
-

- + – Obtains accurate results
-

- + – Gives attention to detail
-

- + – Meets the need(s) of the customer(s)
-

- + – Adequately prepares for projects
-

- + – Communicates results well
-

State future actions for improvement, if needed:

4. INITIATIVE

- + – Motivates others
-

- + – Is willing to learn new skills
-

- + – Introduces new approaches
-

- + – Follows through with self-initiated task(s)
-

State future actions for improvement, if needed:

5. JUDGEMENT AND DECISION MAKING

- + – Avoids compromising principles

- + – Considers consequences and impact of decisions

- + – Exercises sound independent judgement

- + – Uses resources responsibly

- + – Follows safety protocols

State future actions for improvement, if needed:

6. WORKING RELATIONSHIPS

- + – Is cooperative

- + – Exhibits positive attitude

- + – Is accessible

- + – Demonstrates effective interpersonal communication skills

- + – Resolves problems constructively

- + – Willing to take responsibility

- + – Accepts diversity among people and their opinions

State future actions for improvement, if needed:

7. RELIABILITY AND DEPENDABILITY

- + – Makes and keeps appointments

- + – Makes and keeps project commitments

- + – Is accountable for time on the job

- + – Follows leave/absence policy

- + – Communicates daily location to appropriate personnel

State future actions for improvement, if needed:

8. SUPERVISORY SKILLS *(For supervisory positions only.)*

- + – Organizes and provides support for efficient unit operations

- + – Promotes good working relationships among employees

- + – Initiates change when necessary

- + – Communicates directions well

- + – Encourages staff to make maximum efforts

- + – Provides recognition for competence

- + – Delegates workload effectively and fairly

- + – Follows departmental policies and procedures

- + – Completes performance reviews on all staff

State future actions for improvement, if needed:

B. EMPLOYEE PERFORMANCE REVIEW SUMMARY (Additional sheets may be attached if necessary)

<p>Prioritize with justification the appraisal categories most pertinent to the employee's job. (Refer to the following section III, B, 1-8.)</p>	<p>List all service or non-routine activities. (e.g., participation in departmental/college committees or teams)</p>
<p>Write a paragraph summarizing employee's overall performance.</p>	<p>EMPLOYEE COMMENTS</p>

Signatures: (employee's signature signifies the document has been reviewed with them)

Supervisor: _____ Employee _____

Date: _____ Date _____

IV. GOALS & OBJECTIVES

To be completed jointly by supervisor and employee during annual review.

A. What were the employee's major accomplishments in the past year?

B. Were previous goals met? If not, please explain why.

C. List the goals/projects the employee will continue to work on or initiate in the next year.

D. Briefly describe how these objectives will be met.

E. What additional resources and/or training will the employee need to accomplish these objectives?

V. SUPERVISOR'S REVIEW

Supervisor: _____

Employee: _____

Date: _____

To be completed by the employee.

A. Review Process *(Circle yes or no)*

- | | | |
|---|---|---|
| Have your interim reviews been completed? | Y | N |
| Did your supervisor provide a written evaluation at least 1 week prior to your oral review? | Y | N |
| Has your supervisor reviewed your job description with you? | Y | N |
| Does your job description accurately reflect your current responsibilities? | Y | N |
| Does your supervisor provide effective appraisal of your performance? | Y | N |

B. Supervisor's Skills *(Check all that apply in each category)*

1. Staff Development

- Promotes professional and personal growth
- Provides effective and timely training
- Provides necessary tools for your job

2. Communication

- | | |
|--|---|
| <input type="checkbox"/> Has regular, meaningful, interaction with you | <input type="checkbox"/> Is accessible |
| <input type="checkbox"/> Cooperates with other supervisors | <input type="checkbox"/> Represents your value as an employee effectively to administration |
| <input type="checkbox"/> Listens and responds to your ideas | <input type="checkbox"/> Defines how your position fits into the department and its mission |
| <input type="checkbox"/> Communicates necessary information in a timely manner | |

3. Planning

- | | |
|--|--|
| <input type="checkbox"/> Explains how specific assignments fit into project(s) | <input type="checkbox"/> Allows time for departmental duties/functions |
| <input type="checkbox"/> Is conscientious of your time | <input type="checkbox"/> Demonstrates cost effectiveness |

4. Leadership

- | | |
|--|--|
| <input type="checkbox"/> Gives clear and concise direction | <input type="checkbox"/> Provides a safe work environment |
| <input type="checkbox"/> Motivates employees | <input type="checkbox"/> Encourages creativity & innovation |
| <input type="checkbox"/> Encourages teamwork | <input type="checkbox"/> Performs job in a professional manner |
| <input type="checkbox"/> Exhibits problem solving skills | <input type="checkbox"/> Supervises all employees fairly |
| <input type="checkbox"/> Promotes a harmonious & productive work environment | <input type="checkbox"/> Supports/encourages diversity among employees |

C. Performance Review

1. Provide examples of how supervisor identifies and communicates goals, expectations, and priorities with employee.

2. What are your supervisor's strengths and areas for growth?

VI. INTERIM REVIEW WORKSHEET

*To be completed jointly by supervisor
and employee during interim reviews.*

Supervisor: _____

Employee: _____

Date: _____

As part of the annual review process, interim reviews will take place at least three times per year. The goal is to facilitate communication between supervisor and employee in order to enhance the quality of department life, program delivery, and individual performance.

Below are suggested activities for the interim review:

Communicate

- Communicate questions and concerns and clarify points of confusion/discrepancies.
- Discuss new ideas, and/or new approaches/logistics to accomplishing existing objectives.
- Discuss opportunities for staff development and advancement.

Evaluate

- Review and evaluate goals and objectives.
 - Revise/refine goals and objectives if necessary.
 - Develop an interim action plan.
-

Comments: