SCTPO EMPLOYEE PERFORMANCE EVALUATION REPORT

Employee Name:	Evaluation Period From: To:
Title:	Type of Evaluation: ☐ Probationary ☐ Annual ☐ Other

INSTRUCTIONS: Review each job standard of the employee's performance in their current job for that period of time designated above. Place a numeric score in the column which describes the employee's performance in that category based on the scale below. Discuss the completed appraisal with the employee.

Evaluation Scale:
O = Outstanding: Consistently achieves and exceeds all standards/objectives
AS = Above Satisfactory: Performance regularly meets and frequently exceeds requirements
S = Satisfactory: Regularly meets requirements, characterized average employee
N = Needs Improvement: Typically meets requirements but needs improvement
U = Unsatisfactory: Consistently fails to meet work requirements, unacceptable performance

SECTION A – PERFORMANCE STANDARDS – 75% of Total Score

Review Area	O 10-9	AS 8-6	S 5-3	N 2-1	U 0	Comments
1. Job Position Knowledge and Skills – Understanding duties and responsibilities of position held, including adherence to policies and regulations.						
2. Verbal Communications: Ability to adequately communicate with colleagues, managers, committee and board members and the public.						
3. Written Communications: Are written communications well organized, reflect proper grammar and appropriate for topic at hand?						
4. Level of Technical Skills/ knowledge: Does the employee have and demonstrate an acceptable level of technical knowledge and skills to perform his or her job duties?						

5. Productivity/Deadlines: Is the employee able to consistently meet productivity requirements and project deadlines?						
6. Quality of Work: Are deliverables submitted with accuracy and minimal to no errors?						
7. Inter-personnel Skills: Ability to work with diverse groups, citizens, staff, other public agencies, and public elected officials.						
8. Adherence to Policies and Regulations: Demonstrates knowledge of TPO organizational policies, FDOT and FHWA requirements and procedures.						
9. Board and Committee Administration: Provides services to TPO Board and Committee members in a professional manner. Manages memberships, organizational documents and general admin duties efficiently and effectively.						#9 review criteria – customize to position
10. Strategic Plan Support: Supports efforts to meet strategic plan goals both for the organization and staff. Works either as a team or individual to plan, coordinate and deliver projects and activities on target.						
Totals:						

SECTION B – WORK HABITS – 25% of Total Score						
Factors	O 10-9	AS 8-6	S 5-3	N 2-1	U 0	Comments
1. Dependability						
2. Attendance						
3. Punctuality						
4. Accepts Job Instructions						
5. Initiative						
6. Ability to Make Logical Decisions						
7. Accepts Responsibility						
8. Appearance						
TOTALS						

EVALUATION SUMMARY	
Section A: Performance Standards – 75% (Total score / # Review Areas x .75)	
Section B: Work Habits – 25% (Total section score/# Review Areas x .25)	
TOTAL SCORE	
PERFORMANCE RATING	

RATER Comments:

_____ Date: _____

(Rater's Signature)

Performance Increase: Recommended: _____ Yes _____ No

EMPLOYEE Comments:

_____ Date: _____ Agree: _____ Disagree: _____

(Employee's Signature)

NOTE: (This appraisal has been discussed with me. I understand that signing this form does not necessarily mean I agree or disagree with the rating.)