

EVALUATION FACTORS

1. Attendance/Punctuality

_____ - The degree to which the individual accepts responsibility for their work and actions.

8. Accepts Direction - The degree to which the individual accepts instructions and execute requests without resistance and resentment.

9. Accepts Change - deadlines.

11. Initiative - The degree to which the individual can step in with no specific guidelines and accomplish tasks.

12. Operation and Care of Equipment - The degree to which employees maintain and operate assigned equipment.

13. Safety Practices -

ADDITIONAL FACTORS FOR EMPLOYEES WITH LEAD PERSON RESPONSIBILITIES

1. Planning and Organizing - The degree to which the individual is able to foresee events, schedule correctly and plan in advance for reoccurring events.
2. Training and Instruction - The degree to which the individual is able to give clear instructions; the ability to effectively demonstrate a job.
3. Productivity - The level of acceptable work in terms of both quantity and quality.
4. Judgments and Decisions - The degree to which the individual is able to exercise appropriate decision-making which is consistent with the goals and direction of the department.
5. Leadership - The degree to which the individual is respected by their subordinates and is able to inspire confidence.
6. Effectively Delegates - The degree to which the individual is able to share tasks and responsibilities.
7. Employee Relations - The degree to which the individual follows applicable labor agreements and seeks advice when necessary.