

EMPLOYEE Name:

TITLE

KGI Annual Performance Evaluation for Staff

Building Location:

Manager Name:

Evaluated By:

Review Period: 07/01/2019 -
06/30/2020

Overall Performance Rating

Employee Overall Evaluation

Rating:

Comment:

Performance Factors

Job Knowledge

Understands and applies processes and technical skills required for the position; stays up-to-date on best practices and trends as applicable to the department and/or position.

Employee Evaluation

Rating:

Comment:

Problem Solving and Decision Making

Identifies and responds to problems quickly; anticipates potential problems and takes corrective action; conducts thorough examination of the problem and identifies and evaluates the most appropriate solutions; develops tools to measure outcomes; evaluates outcomes and solves problems; reports problems to management when necessary; makes decisions in a timely manner; decisions are consistent and clear.

Employee Evaluation

Rating:

Comment:

Innovation

Exhibits creativity and innovation when contributing to organizational and individual objectives. Thinks expansively by combining ideas in unique ways or making connections between disparate ideas. Targets important areas for innovation and develops solutions that address meaningful work issues. Creates a work environment that encourages creative thinking and innovation. Adapts best practices and processes to their organizational area.

Employee Evaluation

Rating:

Comment:

Delivering Results

Improving products and services, while holding self and others accountable. Finds or creates ways to measure performance against goals. Identifies and pursues desired outcomes for projects and meetings. Continues to work toward achievement of goals in the face of obstacles. Shows appropriate level of effort, persistence, and time commitment to achieve goals.

Employee Evaluation

Rating:

Comment:

Interpersonal Relations

Respects and values the contributions of staff, stakeholders and customers. Builds positive and respectful working relationships within and outside of the department. Creates an environment that fosters a high level of interaction and exchange of ideas. Promotes a team environment and sense of community. Demonstrates sensitivity and appreciation for diverse backgrounds. Handles conflict resolution and crises without losing efficiency or composure.

Employee Evaluation

Rating:

Comment:

Section Summary

Employee Evaluation

Rating:

Performance Factors (Supervisor)

People Development

Supervises and trains employees; sets goals, objectives, and expectations; gives encouragement and recognition; plans employee development activities; provides clear and timely feedback.

Employee Evaluation

Rating:

Comment:

Planning & Organizing

Identifies and develops departmental goals and objectives, the strategies needed to achieve those goals and objectives, and the plans to achieve them; executes, monitors, and evaluates progress towards meeting goals and re-strategizes as necessary; sets priorities and deadlines; delegates; flexible in changing goals, objectives, and plans as necessary.

Employee Evaluation

Rating:

Comment:

Conflict Management

Recognizes differences of opinion and looks for win-win solutions. Uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people. Finds agreement on issues and follows through on implementation.

Employee Evaluation

Rating:

Comment:

Section Summary

Employee Evaluation

Rating:

Goals

Employee Evaluation

Rating: