**Pay-for-Performance/Incentive Pay Evaluation Form**

Date of Review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fiscal Year

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Reviewer Reviewer Position Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Employee Position Title

**Job Knowledge**

*Consistently provides professional, complete and correct work with minimal need to repeat or rework original effort. Work is completed timely and at minimum cost to each project.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Accountability**

*Maintains position activity within Authority budgets, works well within financial constraints uses resources wisely.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Leadership**

*Clearly sets and/or understands Authority goals and objectives. Looks for innovative ways to improve area of responsibility. Maintains appropriate professional working relationships.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Decision Making**

*Researches, identifies and resolves issues and potential problems. Maximizes Authority effectiveness.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Teamwork**

*Exhibits cooperative and collaborative behavior with coworkers to create and maintain a positive, open working environment.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Adaptability**

*Develops and implements new approaches, solutions and processes to better serve the Tenants of the Authority. Embraces new policies and procedures and strives to implement them successfully.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Quality of Work**

*Consistently provides professional, complete and correct work with minimal need to repeat or rework original effort. Work is completed timely and at minimum cost to each project.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Code of Conduct**

*Demonstrates honesty, trustworthiness, integrity, respect for coworkers and tenants, and adherence to confidentially policies. Employee’s conduct and ethics are beyond reproach.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Safety Performance**

*Obeys all safety rules and regulations. Uses personal protective equipment when required. Operates equipment safely. Encourages others to be familiar with safety rules and to work safely.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Attendance**

*Is prompt in attendance, not tardy, reports to work on time, does not extend lunch period or rest breaks. Sick leave usage is unremarkable.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Initiative**

*Employee consistently seeks new and innovative ways to improve operational efficiency. Employee works with little supervision or direction. Employee normally acts above and beyond normal work practices and achieves seamless above average productivity levels.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Interaction with Tenants**

*Employee interacts with tenants on a professional and interpersonal manner. Handles irate tenants professionally. Compliments tenants when appropriate.*

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Final Pay-for-Performance Rating**

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

**Final Lump Sum Merit Pay Rating**

Performance Rating: \_\_\_Exceeds Standards \_\_\_Above Average \_\_\_Satisfactory \_\_\_Unsatisfactory

I understand that under the Pay-for-Performance system that my rating evaluation will entitle me to a \_\_\_\_% salary increase and a \_\_\_\_% lump sum merit pay. It is my desire to initiate my rights under the Pay-for-Performance Policy to change the evaluating rating amounts to \_\_\_\_% salary increase and \_\_\_\_% lump sum.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

**I have read this review of my performance and discussed it with the Executive Director. By affixing my signature below I agree with the rating.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator’s Signature Date