Overton Housing Authority

Employee Performance Review

Rev. 2/12/18

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Performance Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Review: O Probationary O Annual or Regular O Special Project O Other \_\_\_\_\_\_

Measures of Performance:

1. Relates well to staff, co-workers, and the public. Maintains professionalism at all times in dealing with tenants, staff, and the general public.

O Meets or exceeds expectations.

O Needs improvement.

Comments:

2. Attendance and Punctuality

O Meets or exceeds expectations.

O Needs improvement.

Comments:

3. Quality and quantity of work: accuracy, thoroughness, productivity and goal attainment

O Meets or exceeds expectations.

O Needs improvement.

Comments:

4. Creative thinking: innovation, receptiveness, problem solving and originality.

O Meets or exceeds expectations.

O Needs improvement.

Comments:

5. Planning, administration and organization: sets goals, prioritizes work activities. Meets goals that were set, schedules work according to priorities.

O Meets or exceeds expectations.

O Needs improvement.

Comments:

6. Makes genuine efforts to conserve funds and minimize expenses.

O Meets or exceeds expectations.

O Needs improvement.

Comments:

7. Stress management and self-discipline. Attempts to minimize stress in the office. Does not allow personal problems or concerns to diminish work productivity.

O Meets or exceeds expectations.

O Needs improvement.

Comments:

8. Attitude: dedication, loyalty, reliability, flexibility, initiative, energy, volunteering, and willingness to do extra tasks as needed.

O Meets or exceeds expectations.

O Needs improvement.

Comments:

9. Ethics: diversity, sustainability, honesty, integrity, fairness and professionalism. Maintains confidentiality of HA information.

O Meets or exceeds expectations.

O Needs improvement.

Comments:

10. Job knowledge and expertise: knowledge base, training, mentoring, modeling and researching. Attempts to further job knowledge and understanding through personal self-improvement efforts. Helps director identify formal or informal training opportunities. Attends formal training when scheduled.

O Meets or exceeds expectations.

O Needs improvement.

Comments:

11. Self-development and growth: learning, education, advancement, skill building and career planning.

O Meets or exceeds expectations.

O Needs improvement.

Comments:

12. Communication and interpersonal skills: teamwork, cooperation, listening, persuasion and empathy.

O Meets or exceeds expectations.

O Needs improvement.

Comments:

13. Time Management. Manages work time properly. Stays on task. Avoids interrupting or interfering with the work of others.

O Meets or exceeds expectations.

O Needs improvement.

Comments:

14. Other observations or comments:

Classes, webinars, & other formal training taken since last evaluation. (Also note any informal training, such as working with staff of other HA’s, etc.)

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Other training opportunities that employee or supervisor feels would be helpful in performing my work activities:

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**Overall Performance Rating:**

**O Good Performance/Meets or Exceeds Expectations**

**O Does Not meet Expectations/Needs Improvement**

Recommended personnel action, (if any):

O Bonus (at next opportunity if budget permits)

O Raise (Salary increase, if budget permits)

O Commendation

O Promotion

O Demotion

O Disciplinary Action (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

O Termination

I agree that I have received a copy of this performance review and I have had the opportunity to discuss it with my supervisor and ask questions and make comments.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_