|  |
| --- |
| **Outstanding(5)** |
| **Exceeds Expectations(4)** |
| **Meets Expectations(3)** |
| **Below Expectations(2)** |
| **Unsatisfactory(1)** |
| **NA(0)** |

Methodology-Employee Evaluation-Measurable Goals Grading System

Measureable objectives will be used to determine performance increases in pay and merit incentives payments.

Each Objective will be graded based on the chart to the left.

**Performance Factors**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Objective** | **Outstanding (5)** | **Exceeds Expectations (4)** | **Meets Expectations (3)** | **Below Expectations (2)** | **Unsatisfactory (1)** | **N/A (0)** |
| 1-Decision Making/Problem Solving |  |  |  |  |  |  |
| 2-Knowledge of Work |  |  |  |  |  |  |
| 3-Communication |  |  |  |  |  |  |
| 4-Teamwork |  |  |  |  |  |  |
| 5-Administration |  |  |  |  |  |  |
| 6-Independent Action |  |  |  |  |  |  |
| 7-Job Knowledge |  |  |  |  |  |  |
| 8-Managing Change and Improvement |  |  |  |  |  |  |
| 9-Customer Responsiveness |  |  |  |  |  |  |
| 10-Personal Appearance |  |  |  |  |  |  |
| 11-Dependability |  |  |  |  |  |  |
| 12-Safety |  |  |  |  |  |  |
| 13-Employee’s Responsiveness |  |  |  |  |  |  |

**Performance areas which need improvement:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Objective** | **Outstanding (5)** | **Exceeds Expectations (4)** | **Meets Expectations (3)** | **Below Expectations (2)** | **Unsatisfactory (1)** | **N/A (0)** |
| 1-A/C Filters |  |  |  |  |  |  |
| 2-Make Ready’s  |  |  |  |  |  |  |
| 3-W/O Process |  |  |  |  |  |  |
| 4-Supply Tracking Process |  |  |  |  |  |  |
| 5-Independent  |  |  |  |  |  |  |

**Goals/Plan of action toward improved performance:**

\*\*\*\* (Goals established by employee) \*\*\*\*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Objective** | **Outstanding (5)** | **Exceeds Expectations (4)** | **Meets Expectations (3)** | **Below Expectations (2)** | **Unsatisfactory (1)** | **N/A (0)** |
| 1-Make Ready’s  |  |  |  |  |  |  |
| 2-Plumbing knowledge  |  |  |  |  |  |  |
| 3-HVAC knowledge  |  |  |  |  |  |  |
| 4-Landscaping Appearance |  |  |  |  |  |  |
| 5-Carpentry skills  |  |  |  |  |  |  |

**Goals/Plan of action toward improved performance:**

\*\*\*\* (Goals established by supervisor) \*\*\*\*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Objective** | **Outstanding (5)** | **Exceeds Expectations (4)** | **Meets Expectations (3)** | **Below Expectations (2)** | **Unsatisfactory (1)** | **N/A (0)** |
| 1-Lawn Equipment Preventative  |  |  |  |  |  |  |
| 2-REAC Standards  |  |  |  |  |  |  |
| 3-REAC score  |  |  |  |  |  |  |
| 4-Work Order Compliance  |  |  |  |  |  |  |
| 5-Cost Reductions  |  |  |  |  |  |  |
| 6-Equipment Inventory  |  |  |  |  |  |  |
| 7-MSDS |  |  |  |  |  |  |
| 8-Tool Inventory  |  |  |  |  |  |  |
| 9-Asbestos Certification  |  |  |  |  |  |  |
| 10-Mold/Mildew Prevention  |  |  |  |  |  |  |
| 11-Annual Budget  |  |  |  |  |  |  |
| 12-EPA Certification |  |  |  |  |  |  |
| 13-Fair Housing & Disability Act  |  |  |  |  |  |  |

Point Scale

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 0% | 1% | 2% | 3% | 4% | 5% |
| 0-36 | 37-72 | 73-108 | 109-143 | 144-179 | 180 |

Employee’s evaluation score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor recommends the following percent performance pay increase based on the annual evaluation:

 \_\_\_\_0% \_\_\_\_1% \_\_\_\_2% \_\_\_\_3% \_\_\_\_4% \_\_\_\_5%

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Supervisor Signature Date