

Fifth Judicial Department of Correctional Services

Job Evaluation DRAFT

DATE: _____

Probationary Review

Annual Review

Special Review _____

EMPLOYEE NAME: _____

SUPERVISOR: _____

<p>Interpersonal Relations and Communications: (Fosters teamwork, effective and positive interactions, displays and models effective written and verbal communication, adapts communication style and approach to diverse audiences, crisis prevention/ intervention and de-escalation skills, promotes positive work environment, accepts constructive feedback, effectively manages difficult customer situations, uses reflective listening, uses MI skills and choice-based language with clients, working well w/ diverse populations.)</p> <p>Comments:</p>	<p>Does Not Meet Expectations</p> <p>1</p>	<p>Needs Improvement</p> <p>2</p>	<p>Meets Expectations</p> <p>3</p>	<p>Exceeds Expectations</p> <p>4</p>	<p>Consistently Exceeds Expectations</p> <p>5</p>
<p>Work Methods: (organizational skills, time management, prioritization, attention to detail, follows policies and procedures, works in a safe manner, utilizes problem-solving skills, follows instructions carefully, EBP)</p> <p>Comments:</p>	<p>Does Not Meet Expectations</p> <p>1</p>	<p>Needs Improvement</p> <p>2</p>	<p>Meets Expectations</p> <p>3</p>	<p>Exceeds Expectations</p> <p>4</p>	<p>Consistently Exceeds Expectations</p> <p>5</p>
<p>Work Motivation: (initiative, self motivating, strives to perform beyond minimum requirements, requires minimal direction or prompting, looks for and acts on opportunities to continuously improve services, adapts to changes and new situations, anticipates problems and develops effective strategies to prevent or overcome them, seeks to assume addition responsibilities, can work independently when appropriate)</p> <p>Comments:</p>	<p>Does Not Meet Expectations</p> <p>1</p>	<p>Needs Improvement</p> <p>2</p>	<p>Meets Expectations</p> <p>3</p>	<p>Exceeds Expectations</p> <p>4</p>	<p>Consistently Exceeds Expectations</p> <p>5</p>
<p>Job Production: (Quantity -amount of work generated and completed successfully, and quality of work- rate of correctness, completeness, accuracy and effectiveness, meets established productivity standards, EBP)</p> <p>Comments:</p>	<p>Does Not Meet Expectations</p> <p>1</p>	<p>Needs Improvement</p> <p>2</p>	<p>Meets Expectations</p> <p>3</p>	<p>Exceeds Expectations</p> <p>4</p>	<p>Consistently Exceeds Expectations</p> <p>5</p>
<p>Job Knowledge/Practice: (possesses knowledge, skill and ability to effectively perform the job, puts skills into practice, demonstrates proficiency in skills learned, serves as a job resource for others)</p> <p>Comments:</p>	<p>Does Not Meet Expectations</p> <p>1</p>	<p>Needs Improvement</p> <p>2</p>	<p>Meets Expectations</p> <p>3</p>	<p>Exceeds Expectations</p> <p>4</p>	<p>Consistently Exceeds Expectations</p> <p>5</p>
<p>Reliability/Dependability: (punctuality, appropriate use of sick leave, timely, meets deadlines and due dates, good follow up and follow through)</p> <p>Comments:</p>	<p>Does Not Meet Expectations</p> <p>1</p>	<p>Needs Improvement</p> <p>2</p>	<p>Meets Expectations</p> <p>3</p>	<p>Exceeds Expectations</p> <p>4</p>	<p>Consistently Exceeds Expectations</p> <p>5</p>
<p>Professionalism: (conducts self in a manner that positively reflects upon self and the department, demonstrates respect for others and the department, responds promptly, tactfully and courteously when dealing with all customers, models pro-social behavior, adapts to and embraces change and helps others work through resistance, shows integrity and honesty, maintains personal appearance appropriate to the job)</p> <p>Comments:</p>	<p>Does Not Meet Expectations</p> <p>1</p>	<p>Needs Improvement</p> <p>2</p>	<p>Meets Expectations</p> <p>3</p>	<p>Exceeds Expectations</p> <p>4</p>	<p>Consistently Exceeds Expectations</p> <p>5</p>

Supervisor's Summary and Comments: (Supervisor should include information on staff member's overall performance highlights. List what the employee is doing well as well as growth areas. List what you want the employee to do more of as well as less of. List any needed improvements with the course of action necessary to consistently meet standards).

Achievements/Accomplishments:
Strengths:
Progress on Goals:
Growth Areas:
Goals for Next Evaluation Period:
Training Needs:
Professional/Career Development Plan:
Overall Supervisor Summary/Comments:

Employee's Signature

Date

Supervisor's Signature

Date