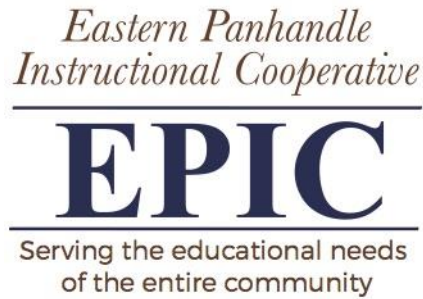


# EPIC Employee Evaluation Form

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Employee Name:

Position Title:

Program/Department:

Evaluation Date:

Supervisor:

The Eastern Panhandle Instructional Cooperative (EPIC) has developed this performance evaluation process as a way to encourage workers and their supervisors to talk about issues in the workplace. This process should be used to recognize achievements, enhance professional goal setting, and identify areas for improvement.

The immediate supervisor (or designee) will mark the evaluation form for each criterion, selecting whether the employee's performance for that indicator is: D, distinguished in the standard -exhibits performance that uses proficiencies in a unique or new way; P, proficient-demonstrates ability to complete standards, at more than a minimal level; or NI, needs improvement.

**The supervisor must provide comments for any rating(s) of NI, needs improvement or D, distinguished.**

The supervisor shall conduct a conference with the employee following the completion of each Employee Performance Evaluation. The supervisor and employee shall review areas of commendation and areas of concern, and write comments and recommendations for improvement to be worked on during the next evaluative period. Resources for improvement will be discussed, as appropriate.

The supervisor and employee will review the goals established from the previous evaluative period. It is important for employees to take ownership of their learning, identifying personal goals for their work responsibilities.

The employee may make a copy of the completed document. Employee and Supervisor sign the document indicating the form has been reviewed with the employee. (A signature does not indicate that the employee is in agreement with the report.) A copy of the completed evaluation is placed in the employee's EPIC personnel file.

## Rating Scale

D - Distinguished

P - Proficient

NI - Needs improvement

## EPIC Employee Evaluation Form

<b>MAINTAINS FLEXIBILITY</b>	<b>D</b>	<b>P</b>	<b>NI</b>
Willingly accepts a variety of responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapts to new situations in a positive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays an openness to learning and applying new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works cooperatively with others to achieve goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourceful and generally seeks work process improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<b>DEMONSTRATES CREDIBILITY</b>	<b>D</b>	<b>P</b>	<b>NI</b>
Shares information with others when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acts independently while keeping supervisor informed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs work according to current EPIC/program specific policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secures and evaluates facts before taking action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains confidentiality when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<b>CONSUMER SERVICE (INTERNAL &amp; EXTERNAL)</b>	<b>D</b>	<b>P</b>	<b>NI</b>
Exhibits courteous and respectful behavior to all consumers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to consumer's needs within agreed time frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addresses conflicts and problem situations with patience and tact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains personal appearance appropriate to job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses grammatically correct and appropriate written and spoken communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<b>AVAILABILITY FOR WORK</b>	<b>D</b>	<b>P</b>	<b>NI</b>
Employee's attendance supports the expected level of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses leave appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains good attendance record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrives at work on time and does not leave early without authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows procedures for notice when absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

**Rating Scale**

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<b>QUANTITY OF WORK</b>	<b>D</b>	<b>P</b>	<b>NI</b>
Consistently completes assignments meeting deadlines Work output matches the expectations established by job function Assists others by seeking additional work when appropriate Comments:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>QUALITY OF WORK</b>	<b>D</b>	<b>P</b>	<b>NI</b>
Work results satisfy organization's goals Work is organized and presented professionally Work product is thorough and complete with few errors Comments:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>USE OF TECHNOLOGY</b>	<b>D</b>	<b>P</b>	<b>NI</b>
Effectively uses technology to support completion of job duties Uses available technology to send and receive internal and external communications Appropriately seeks training to improve and increase skills Comments:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>LEADERSHIP/MANAGEMENT/WORK ENVIRONMENT</b>	<b>D</b>	<b>P</b>	<b>NI</b>
<i>For employees with supervisory responsibilities</i> Provides clear direction and purpose Models ethical workplace behavior Empowers staff to achieve objectives Acts to motivate, coach and develop staff Organizes and distributes work among staff Secures resources and audits their effective use Communicates and models behavioral expectations and performance standards Monitors, documents and evaluates employee conduct and performance Provides appropriate and timely feedback Maintains a safe and healthy workplace Builds a team that reflects high morale, clear focus and group identity Encourages and provides opportunities for staff to obtain and apply new skills/knowledge Promotes equal opportunity and protects the rights of all employees Comments:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Rating Scale**

D - Distinguished

P - Proficient

NI - Needs improvement

# EPIC Employee Evaluation Form

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*Signature does not indicate that agreement with or approval of the evaluation findings.  
Employee may elect to attach written comments to performance evaluation within 5 working days.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_ Check here if additional information is attached.

\_\_\_\_\_ Number of additional pages attached.

## **GOAL SETTING**

Each employee is expected to develop a minimum of two goals to guide their professional learning and implement these goals within their work responsibilities to enhance their job performance for the next evaluative period.

Goal 1:

Goal 2:

## **Rating Scale**

D - Distinguished

P - Proficient

NI - Needs improvement