

Dependability

NIA Low High

- Responds to requests for service and assistance
- Follows instructions,
- Responds to management direction
- Takes responsibility for own actions
- Commits to doing the best job possible
- Keeps commitments
- Meets attendance and punctuality guidelines

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Overall

Initiative

NIA Low High

- Volunteers readily
- Undertakes self-development activities
- Seeks increased responsibilities
- Takes independent actions and calculated risks
- Looks for and takes advantage of opportunities
- Asks for help when needed

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Overall

Job Knowledge

NIA Low High

- Competent in required job skills and knowledge
- Exhibits ability to learn and apply new skills
- Keeps abreast of current developments
- Requires minimal supervision
- Displays understanding of how job relates to others
- Uses resources effectively

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Overall

Judgment

NIA Low High

- Displays willingness to make decisions
- Exhibits sound and accurate judgment
- Supports and explains reasoning for decisions
- Includes appropriate people in decision making process
- Makes timely decisions

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Overall

Uses technology to increase productivity

Keeps technical skills up to date

Overall

Summary

NIA Low High

Development Plans

Employee Comments

Thanks.

Employee Acknowledgment

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation.

Employee Signature/Date

Reviewer Comments

Reviewer Signature/Date .,