



Ratings:

	<b>ELEMENTS</b>	Superior Contributor	High Contributor	Satisfactory Contributor	Lower Contributor	Unsatisfactory Contributor
	<b>THE WAY YOU DO YOUR JOB</b>					
1	<b>Quality of Work</b> Standard of workmanship, efficiency, neatness, thoroughness, consistency. Work performed according to policies and job requirements; establishes plans and follows-up; completes assignments accurately.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>Quantity of Work</b> Productivity in terms of the number and volume of assignments in the time frame established.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Job Knowledge</b> Understands and applies knowledge of the techniques, methods and skills involved in the job.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Decision Making / Problem Solving</b> Anticipates and recognizes potential problems; determines cause, overcomes obstacles; develops alternative solutions; demonstrates ability to solve problems in group environment; makes appropriate decisions; acts thoughtfully and professionally in all situations; takes action when appropriate.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Organizational Skills</b> Maintains cleanliness/order in work area; utilizes time productively to complete job tasks; effectively manages and prioritizes work load to meet deadlines.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<b>Communication Skills</b> Expresses ideas, information, and/or instructions in a clear, organized, and concise manner; clearly and effectively communicates both verbally and in writing; written communications are error free; elicits, listens and understands communication from others; keeps supervisor(s) informed of opportunities and/or problems; uses tact, good judgement, common sense and de-escalation techniques to resolve conflicts.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>Initiative</b> Works with minimum supervision; seeks new and better methods to do job; demonstrates willingness to contribute and develop new ideas; accepts responsibility for unanticipated projects.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Superior Contributor	High Contributor	Satisfactory Contributor	Lower Contributor	Unsatisfactory Contributor
8	<p><b>Safety and Security</b> Demonstrates ability to correctly interpret, apply and follow safety and security policies and procedures; applies safety tactics and current training techniques to daily work activities; takes steps to maintain an accident free environment.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>THE WAY YOU TREAT OTHERS</b>						
9	<p><b>Customer Service</b> Consistently demonstrates attentive, courteous and efficient service to all customers (internal and external); anticipates customer's needs and looks for opportunities to exceed their expectations; and creates a positive respectful work environment.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<p><b>Team Player</b> Cooperates and works well with others; builds and sustains positive relationships; collaborates with others, manages and resolves conflict; treats others with respect; keeps commitments to others; contributes to workgroup morale; promotes cooperation with others; is enthusiastic; portrays a positive demeanor and works toward the goals of the court division.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>THE WAY YOU PRESENT YOURSELF</b>						
11	<p><b>Work Habits</b> Demonstrates reliability; maintains attendance and punctuality (reports to and leaves work on time); demonstrates honesty and integrity; is accountable; complies with judicial merit rules/division work rules; demonstrates professional ethics and follows Code of Conduct for Judicial employees; follows supervisor's directions; meets annual COJET requirements; accepts direction and constructive criticism.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<p><b>Personal Presentation</b> Displays a clean and neat appearance appropriate to the job duties performed and consistent with the dress code standards of the court division.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sub-Total Ratings – PART I</b>						

**SUMMARY OF OUTSTANDING ACCOMPLISHMENTS / STRENGTHS:**

**DIFFICULTIES, CHALLENGES, AND AREAS FOR IMPROVEMENT / DEVELOPMENT:**

**OVERALL RATING (Check  the applicable category):**

<input type="checkbox"/>	<b>Superior Contributor</b>	Performance is consistently exceptional, easily recognized as unique in ability and performance. Demonstrates expertise and serves as model and inspiration to others. One-half or more of the elements are rated 'Superior' with no ratings below 'Satisfactory'.
<input type="checkbox"/>	<b>High Contributor</b>	Performance exceeds expectations. Consistently achieves results in excess of expectations of job duties and responsibilities. One-half or more of the elements are rated as 'High' or better with no ratings below 'Satisfactory'.
<input type="checkbox"/>	<b>Satisfactory Contributor</b>	Performance meets all expectations and standards. Satisfactorily completes job duties and responsibilities required to perform. Elements are rated as 'Satisfactory' or better with no more than two elements rated at 'Low' contributor'.
<input type="checkbox"/>	<b>Low Contributor</b>	Performance is below level of expectation and standard measures. Improvement is necessary to meet satisfactory performance. Additional training and supervision is recommended for performance improvement. Three or more elements are rated at 'Low' Contributor.
<input type="checkbox"/>	<b>Unsatisfactory Contributor</b>	Does not meet performance standard expectations. Formal retraining or disciplinary action is necessary. One or more elements are rated at 'Unsatisfactory'.

**REVIEW AND SIGNATURE SECTION:**

**RATER:**

Comments:

Rater Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**REVIEWING AUTHORITY:**

Comments:

Reviewing Authority Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**EMPLOYEE:**

Comments:

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

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Note: Employee's signature acknowledges receipt of this document & does not necessarily imply agreement with the contents of the evaluation.*