

(Completed Ag Technician Example)

PMGS-08-1

Policy and Management Guidelines

Division of Agriculture

January 2008



EMPLOYEE PERFORMANCE EVALUATION FORM

PART I – RATED EMPLOYEE IDENTIFICATION

Name (Last, First, MI) Doe, John B. Employee I.D. Number Institution Position Title Agri Lab Technician Grade 11 Position Number

PART II – RATER EMPLOYEE IDENTIFICATION

Name of Rater (Last, First, MI) Fanbelt, Lester T. Telephone Number Position Title

PART III – REVIEWING OFFICIAL EMPLOYEE IDENTIFICATION

Name of Reviewing Official (Last, First, MI) Smith, Merrill J. Telephone Number Position Title

PART IV – PERFORMANCE STANDARDS

Duty Area: Laboratory and Sample Preparation Relative Importance: A B C

Standards: Performs DNA extraction procedures correctly according to established protocols. Uses PCR techniques correctly according to established protocols. Performs plate dilutions correctly according to established protocols. Performs general lab maintenance and cleaning with short down time and low incidence of repeated problems. Receives, labels, and stores laboratory supplies and seed sources properly. Collects plant leaf tissue from greenhouse and field specimens correctly according to established protocols.

Results:

Comments/Justification Exceeds Standard Above Average Satisfactory Unsatisfactory

Duty Area: Greenhouse Work Relative Importance: A B C

Standards: Prepares potting soil and planting trays correctly according to established protocols. Plants and maintains crop seedlings correctly according to established protocols.

Results:

Comments/Justification Exceeds Standard Above Average Satisfactory Unsatisfactory

Duty Area: Field Work Relative Importance: A B C

Standards: Performs effective farm labor involving land preparation, planting and crop maintenance using tractors and equipment. Operates harvest equipment effectively. Takes samples and data correctly according to established protocols.

Results:

Comments/Justification Exceeds Standard Above Average Satisfactory Unsatisfactory

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Duty Area: Self Management	Relative Importance: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
Standards: Uses time and resources constructively so that all tasks are completed by deadline. Organizes and prioritizes work so that assignments are completed as expected within the indicated time frame. Maintains focus on work and deals appropriately with interruptions. Maintains a consistently pleasant and professional attitude toward supervisor and coworkers. Does not abuse leave, attendance, or other institutional policies. Demonstrates the flexibility and adaptability to understand and adopt necessary changes to established practice. Demonstrates honesty, admits error when it occurs, and remains receptive to constructive criticism at all times. Builds trust and credibility by demonstrating reliability and consistency. Takes initiative to find other duties to perform when present assignment is delayed or completed.	
Results:	
Comments/Justification	
Exceeds Standard <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Duty Area: Civil Rights/Diversity Compliance	Relative Importance: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
Standards: Works to assure a harassment-free work environment for employees or clients with no documented complaints of demeaning attitudes or inappropriate behavior based upon ethnicity, race, religion or gender. Demonstrates respectful interactions with peers and sensitivity to multi-cultural issues with no documented complaints. Is able to locate and understands the institution's non-discrimination policy and objectives. Demonstrates through documentation and observed action a willingness to cooperate and work effectively with diverse coworkers and clients.	
Results:	
Comments/Justification	
Exceeds Standard <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Duty Area: Technical Expertise	Relative Importance: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
Standards: Demonstrates knowledge and skills necessary for the job. Effectively applies technical knowledge to solve a range of problems. Keeps informed about current developments in area of expertise.	
Results:	
Comments/Justification (required for rating other than satisfactory):	
Exceeds Standard <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Duty Area: Communication	Relative Importance: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
Standards: Writes clearly and concisely with few complaints from others. Is willing to speak up, communicate information and ask for clarification. Demonstrates appropriate non-verbal behavior. Listens to feedback and acts to improve. Organizes and presents thoughts in a logical sequence. Interacts effectively with peers, vendors and service personnel with low incidence of miscommunication.	
Results:	
Comments/Justification (required for rating other than satisfactory):	
Exceeds Standard <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	

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Duty Area: Quality and Quantity of Work	Relative Importance: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
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Standards:
 Clarifies expectations with manager about what needs to be done and how to do it.
 Produces high-quality, error-free work.
 Verifies information to prevent task errors.
 Meets number goals and expectations relating to amount of work produced.
 Properly maintains up to date records.
 Properly maintains equipment with low incidence work delay because of equipment component failure.
 Seeks feedback from management to improve work.
 Takes action to develop or acquire skills that enhance job effectiveness.

Results:

Comments/Justification (required for rating other than satisfactory):

Exceeds Standard Above Average Satisfactory Unsatisfactory

Duty Area: Teamwork	Relative Importance: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
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Standards:
 Pitches in to help coworkers.
 Interacts well with faculty, staff, and students with low incidence of legitimate complaints.
 Supports and works closely with supervisor and coworkers to implement decisions which benefit the entire department.
 Works well in group settings.
 Encourages and supports proposals and ideas of coworkers.
 Is willing to devote the time and effort to complete group tasks on time and without error.

Results:

Comments/Justification (required for rating other than satisfactory):

Exceeds Standard Above Average Satisfactory Unsatisfactory

Complete at the beginning of the rating period:
 My supervisor and I have established the above duty areas and standards, and I understand my performance during the coming rating period will be measured against them.

Employee's Signature: _____ Date: _____

Rater's Signature: _____ Date: _____

I have reviewed these duty areas and standards and agree that they are appropriate for the position.

Reviewing Official's Signature _____ Date: _____

PART V – OVERALL RATING

Overall Rating: It is understood that an Unsatisfactory in any field above precludes awarding an Exceeds Standard or Above Average rating during this period. **The overall rating received is determined at the discretion of the rating official.**

Exceeds Standard Above Average Satisfactory Unsatisfactory

Rating Period Beginning Date: _____ Rating Period Ending Date: _____

Yes No ***This employee has received a written reprimand or disciplinary notice since the last performance evaluation rating.***

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By signing below the supervisor verifies that he/she has consulted with the reviewing official on the justification for any overall rating other than "Satisfactory."

Rater's Signature: _____ Date: _____

By signing below the employee concurs only that the performance evaluation has been conducted. The employee's signature does not indicate that he or she agrees with the evaluation. Comments concerning performance may be submitted on a separate sheet.

Employee's Signature: _____ Date: _____

By signing below the supervisor certifies that the performance evaluation has been completed and forwarded to the reviewing official.

Rater's Signature: _____ Date: _____

Reviewing Official's Signature: _____ Date: _____