Employee Performance Assessment

Our Mission: Connecting Our Community **Our Vision**: In all that we do, we are committed to creating a more connected, sustainable, and equitable community **Values:** Respect, Integrity, Innovation, Equity, Safety, Collaboration	

Employee:	**Date**:
Supervisor:	**Department**:

Purpose: To assess how the employee is performing as it relates to the employee's job description, LTD's values, and goals. To be completed after each touch point.

The following scale is used for all ratings in the review.

Underperforming	Significant and sustained improvement is required to effectively complete major duties and responsibilities of the position. Employee is not contributing to success of department and the District as needed.
Developing Performance	Further development is required to effectively complete major duties and responsibilities of the position. Employee is working towards becoming a solid contributor to the success of the Department and the District as needed.
Successful Performance	Effectively completes major duties and responsibilities of the position. Solid contributor to the success of the Department and the District as needed.
Exceptional Performance	Effectively and efficiently completes major duties and responsibilities as it relates to the position. Employee is an exceptional contributor to the success of the Department and the District and goes above and beyond or generally takes on additional duties outside their scope.

Overall Job Performance
How the employee is performing their job duties as outlined in their job description.

Underperforming	Developing Performance	Successful Performance	Exceptional Performance

VALUES

Respect
Communicates with respect; listens to understand; considers multiple aspects or priorities when acting or making decisions.

Underperforming	Developing Performance	Successful Performance	Exceptional Performance

Integrity
Professional conduct even outside of direct supervision; accepts responsibility; carries out instruction independently; follow-through; attendance.

Underperforming	Developing Performance	Successful Performance	Exceptional Performance

Innovation
Contributes new ideas, processes, technology; creates efficiencies.

Underperforming	Developing Performance	Successful Performance	Exceptional Performance

Equity
Creates an inclusive environment; makes decisions or otherwise acts without favoritism; works with diverse groups harmoniously.

Underperforming	Developing Performance	Successful Performance	Exceptional Performance

Safety
Follows all safety and risk protocols; fully knowledgeable regarding safety requirements for assigned work; reports safety or risk issues when identified. Exhibits safe, risk-averse behaviors for LTD and the community in physical, financial, and legal situations.

Underperforming	Developing Performance	Successful Performance	Exceptional Performance

Collaboration
Ideal team player; communicates effectively; responds in a timely manner; works cooperatively with others.

Underperforming	Developing Performance	Successful Performance	Exceptional Performance

GOALS

Goal Completion
Employee consistently achieves and contributes to own established goals and those of the department.

Underperforming	Developing Performance	Successful Performance	Exceptional Performance

Notes