

Ponderosa Community Services District

Policy Title: Performance Evaluation

Policy Number: HR-103

1. This policy shall apply to all employees
2. The General Manager shall conduct a scheduled performance review of each employee annually. The General Manager shall consult with the appropriate board member coordinator during preparation of the evaluation.
3. Performance evaluations shall be in writing on the form prescribed by the General Manager and approved by the board. Said evaluation shall provide for recognition of effective performance. The evaluator will also provide a written narrative explanation.
4. The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in her/her personnel file.
5. Unscheduled performance evaluations can be made at the discretion of the General Manger or upon formal request of the board president.

EMPLOYEE PERFORMANCE REVIEW

Employee Name:

Date:

Job Title:

Manager:

Circle One: 90 Day Review

Annual Review

Ratings

	Poor	Fair	Satisfactory	Good	Excellent
<u>Job Knowledge</u>					
Employee self rating	()	()	()	()	()
Manager rating	()	()	()	()	()
Comments:					

Work Quality

Employee self rating	()	()	()	()	()
Manager rating	()	()	()	()	()
Comments:					

Attendance

Employee self rating	()	()	()	()	()
Manager rating	()	()	()	()	()
Comments:					

Extra Initiative Taken

Employee self rating	()	()	()	()	()
Manager rating	()	()	()	()	()
Comments:					

Communication & Listening Skills

Employee self rating	()	()	()	()	()
Manager rating	()	()	()	()	()
Comments:					

HR-103 Attachment 1

Additional comments:

Goals: (as agreed upon by employee and manager)

By signing this form, you confirm that you have discussed the review in detail with your supervisor
Signing the forms does not necessarily indicate that you agree with this evaluation.

Employee signature

Date

Manager signature

Date