

## **EVALUATION FACTORS**

1. Attendance/Punctuality - This factor can be rated no higher than standard, as that is the minimum expected.
2. Knowledge of Work - The degree to which the individual understands the work assignment and does not require constant reminders about what is to be done.
3. Quality of Work - The degree to which the individual is able to produce work free from error and also the ability to detect errors.
4. Volume of Acceptable Work - The amount of work completed that is acceptable without numerous revisions.
5. Work Judgments - The degree to which the individual can make decision which inspire confidence within their classification.
6. Interpersonal Relations - The degree to which the individual works without creating friction, stress; how others are affected by the individual's presence and actions; the ability to work cooperatively.
7. Accepts Responsibility - The degree to which the individual accepts responsibility for their work and actions.
8. Accepts Direction - The degree to which the individual accepts instructions and execute requests without resistance and resentment.
9. Accepts Change - The degree to which the individual can adjust to changing directions and circumstances.
10. Meets Deadlines - The degree to which the individual can be counted on to meet required deadlines.
11. Initiative - The degree to which the individual can step in with no specific guidelines and accomplish tasks.
12. Operation and Care of Equipment - The degree to which employees maintain and operate assigned equipment.
13. Safety Practices - The degree to which the individual displays safe working practices within area assigned area.

## **ADDITIONAL FACTORS FOR EMPLOYEES WITH LEAD PERSON RESPONSIBILITIES**

1. Planning and Organizing - The degree to which the individual is able to foresee events, schedule correctly and plan in advance for reoccurring events.
2. Training and Instruction - The degree to which the individual is able to give clear instructions; the ability to effectively demonstrate a job.
3. Productivity - The level of acceptable work in terms of both quantity and quality.
4. Judgments and Decisions - The degree to which the individual is able to exercise appropriate decision-making which is consistent with the goals and direction of the department.
5. Leadership - The degree to which the individual is respected by their subordinates and is able to inspire confidence.
6. Effectively Delegates - The degree to which the individual is able to share tasks and responsibilities.
7. Employee Relations - The degree to which the individual follows applicable labor agreements and seeks advice when necessary.