

**CHITTENDEN SOUTH SUPERVISORY UNION
STAFF EVALUATION TOOL**

Employee:_____

Supervisor:_____

Cost Consciousness					
Category	1	2	3	4	5
	Unsatisfactory	Improvement is needed	Meets requirements	Exceeds expectations	Outstanding performance
Works within approved	Employee has incurred problems in operating within budget guidelines.	Employee sometimes exceeds her approved budget guidelines.	Employee normally works within her approved budget.	Employee has little difficulty operating within her approved budget.	Employee not only easily operates within her approved budget but also makes maximum use of her budget allocation.
Conserves organizational resources	Employee has not taken sufficient actions to conserve organizational resources.	Employee could take a more active role in conserving organizational resources.	Employee pays attention to conserving organizational resources.	Employee gets excellent results from her efforts to conserve organizational resources.	Her dedicated efforts to conserve organizational resources have produced remarkable results.
Develops and implements cost saving measures	Employee has not adequately developed nor implemented cost saving measures.	Employee has not developed nor implemented adequate cost saving measures.	Employee has developed and implemented a number of cost saving measures.	Employee has a good track record for developing and implementing cost saving measures.	Employee has developed and implemented many ideas that have resulted in significant cost savings.

Cost Consciousness					
Category	1	2	3	4	5
	Unsatisfactory	Improvement is needed	Meets requirements	Exceeds expectations	Outstanding performance
Contributes to profits and revenues	Her contributions to the organization's profits and revenues have been unsatisfactory.	Her contributions to the organization's profits and revenues have been less than expected for her position.	Employee contributes positively to the organization's profits and revenues.	Employee is a solid contributor to the organization's profits and revenues.	Her outstanding efforts have resulted in substantial contributions to the organization's profits and revenues.