

**CHITTENDEN SOUTH SUPERVISORY UNION
STAFF EVALUATION TOOL**

Employee:_____

Supervisor:_____

Planning and Organization					
Category	Unsatisfactory	Improvement is needed	Meets requirements	Exceeds expectations	Outstanding performance
Prioritizes work activities	Employee does not prioritize or plan his work satisfactorily.	Employee would be more effective if he prioritized and planned his work better.	Employee generally plans and prioritizes well.	Employee is very good at prioritizing and planning his work.	Employee excels at prioritizing and planning his work.
Uses time efficiently	Employee loses significant time through inefficient planning and organization.	Employee could make more efficient use of his time through better planning and organization.	Employee could make more efficient use of his time through better planning and organization.	Employee manages his time in highly efficient ways.	Employee budgets his time for maximum efficiency.
Integrates changes smoothly	Employee has difficulty integrating changes into existing plans.	Employee has difficulty integrating changes into existing plans.	Employee usually integrates changes smoothly into existing plans.	Employee rarely incurs problems in smoothly integrating changes into existing plans.	Employee is always able to smoothly integrate changes into existing plans.
Sets goals and objectives	Employee is not setting measurable, realistic goals and objectives.	Employee does not always set effective goals and objectives for himself.	Employee sets measurable, realistic goals and objectives for himself.	Employee sets specific, ambitious goals and objectives for himself.	Employee challenges himself by setting ambitious, yet specific and attainable, goals.
Works in an organized manner	There are too many inefficiencies because his work is not	There would be fewer inefficiencies if his work	Employee works in an organized manner.	Employee is very well-organized .	Employee organizes his work to achieve

	sufficiently organized.	was better organized.			maximum efficiency.
--	----------------------------	--------------------------	--	--	------------------------