CHITTENDEN SOUTH SUPERVISORY UNION STAFF EVALUATION TOOL

Employee:	Supervisor:
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Job Knowledge						
Category	Unsatisfactory	Improvement	Meets	Exceeds	Outstanding	
		is needed	requirements	expectations	performance	
Competent in job skills	Employee has not demonstrated that he has the skills and knowledge to fulfill the responsibilitie s of his position.	Improvement is needed in certain skills and job knowledge.	Employee demonstrates competency in the skills and knowledge required.	Employee demonstrates competency in the skills and knowledge required.	Employee demonstrates significant expertise at his job because of his in-depth knowledge and skills.	
Exhibits ability to learn	It takes him too long to learn and apply new skills.	It sometimes takes him too long to learn and apply new skills.	Employee learns and applies new skills within the expected time period.	Employee learns and applies new skills quickly.	Employee is an exceptionally fast learner and able to quickly put new skills to use.	
Keeps abreast of current developments	Employee fails to keep updated about current developments in his field.	Employee should be more knowledgeabl e about current developments in his field.	Employee is knowledgeable about current developments in his field.	Employee does an excellent job of keeping himself updated about current developments in his field.	Employee reads and researches extensively, staying on top of current developments that might impact his field.	
Requires minimal supervision	Employee needs more supervision and assistance than he should.	Employee needs slightly more supervision than he should to fulfill his responsibilitie s.	Employee works within the normal scope of supervision.	Employee needs a minimal amount of supervision to fulfill his responsibilities	Employee performs extremely well with very little, if any, supervision or assistance needed.	
Understands how job	Employee has not shown that he	Employee would have better results if	Employee displays a good	Employee displays a better than usual	Employee displays an extraordinary	

relates to	completely	he displayed	understanding	understanding	understanding
others	understands	more	of how his job	of the	of the
	how his job	understanding	relates to other	interrelationship	interrelationship
	relates to	of how his job	jobs.	between his job	between his job
	others.	relates to		and the jobs of	and the jobs of
		others.		others.	others.
Uses	For the most	Employee has	Employee	Employee takes	Employee
resources	part,	some	effectively	advantage of the	ingeniously puts
effectively	Employee	difficulty in	uses the	resources and	the resources
	ineffectively	effectively	resources and	tools available	and tools
	uses the	using the	tools available	to him.	available to him
	resources	resources	to him.		to maximum
	available to	available to			use.
	him.	him.			