

**CHITTENDEN SOUTH SUPERVISORY UNION
STAFF EVALUATION TOOL**

Employee:_____

Supervisor:_____

Job Knowledge					
Category	Unsatisfactory	Improvement is needed	Meets requirements	Exceeds expectations	Outstanding performance
Competent in job skills	Employee has not demonstrated that he has the skills and knowledge to fulfill the responsibilities 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 knowledgeable 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 responsibilities.	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 others	completely understands how his job relates to others.	he displayed more understanding of how his job relates to others.	understanding of how his job relates to other jobs.	understanding of the interrelationship between his job and the jobs of others.	understanding of the interrelationship between his job and the jobs of others.
Uses resources effectively	For the most part, Employee ineffectively uses the resources available to him.	Employee has some difficulty in effectively using the resources available to him.	Employee effectively uses the resources and tools available to him.	Employee takes advantage of the resources and tools available to him.	Employee ingeniously puts the resources and tools available to him to maximum use.