

**CHITTENDEN SOUTH SUPERVISORY UNION
STAFF EVALUATION TOOL**

Employee:_____

Supervisor:_____

Communications					
Category	Unsatisfactory	Improvement is needed	Meets requirements	Exceeds expectations	Outstanding performance
Expresses ideas and thoughts verbally	Employee does not display the verbal communications skills required.	Employee needs to improve his verbal communications skills.	Employee displays effective verbal communications skills.	Employee displays very good verbal skills, communicating clearly and concisely.	Employee displays superior verbal skills, communicating clearly, concisely, and in meaningful ways.
Expresses ideas in written form	His written communications fall short of the quality needed.	Employee requires more assistance than desirable to produce written communications that meet the job's requirements.	His written communications skills meet the requirements of his position.	Employee demonstrates excellent written communications skills.	Employee demonstrates outstanding written communications skills.
Exhibits good listening and comprehension	Employee does not exhibit the listening and comprehension skills necessary for satisfactory performance of his job.	Employee does not always exhibit good listening and comprehension skills.	Employee listens and comprehends well.	Employee exhibits good listening skills and comprehends complex matters well.	Employee listens carefully, asks perceptive questions, and quickly comprehends new or highly complex matters.
Keeps others adequately informed	Employee frequently fails to keep others adequately informed.	Unless reminded, employee sometimes fails to keep others adequately informed.	Employee keeps others adequately informed.	Employee is careful to keep others informed in a timely manner.	Employee is extremely thorough and proactive about keeping others well-informed.

Communications					
Category	Unsatisfactory	Improvement is needed	Meets requirements	Exceeds expectations	Outstanding performance
Selects and uses appropriate communication methods	Too often employee does not select or use appropriate communication methods.	Employee occasionally selects inappropriate methods of communication.	Employee selects appropriate methods of communication.	When communicating, employee is very good at selecting and using the most effective methods.	Employee implements highly effective and often innovative communication methods.