

**CHITTENDEN SOUTH SUPERVISORY UNION
STAFF EVALUATION TOOL**

Employee:_____

Supervisor:_____

Initiative					
Category	Unsatisfactory	Improvement is needed	Meets requirements	Exceeds expectations	Outstanding performance
Volunteers readily	Employee has to be reminded that his assistance would be helpful.	Employee occasionally volunteers to help but not to the extent expected.	Employee volunteers to help others.	Employee is quick to volunteer whenever others need help.	Without being asked, Employee volunteers immediately when he sees help is needed.
Undertakes self-development activities	Employee does not undertake self-development activities.	Employee needs to be encouraged to take on self-development activities.	Employee undertakes self-development activities on his own initiative.	On his own initiative, Employee frequently undertakes self-development activities.	Employee is constantly expanding his capabilities and skills on his own initiative.
Seeks increased responsibilities	Employee resists taking on additional responsibilities.	Employee seldom looks for increased responsibilities.	Employee occasionally seeks increased responsibilities beyond the normal scope of his job.	Employee often seeks out additional responsibilities beyond the normal scope of his job.	When it comes to seeking increased responsibilities, Employee does not place limits on the scope of his position.
Takes independent action and calculated risk	Employee does not take calculated risks or independent actions appropriate to his job.	Employee rarely takes independent actions or calculated risks.	Employee exercises a reasonable degree of risk taking in the performance of his work.	Employee takes independent actions and appropriate, calculated risks.	Employee is a total self-starter, taking independent actions and well-calculated risks.
Looks for and takes advantage of opportunities	Employee overlooks many opportunities.	Employee sometimes overlooks opportunities.	Employee looks for and takes advantage of opportunities.	Employee is resourceful at taking advantage of opportunities.	Employee is always alert to opportunities and makes the most of them.

Asks for help when needed	Although encouraged to do so, Employee does not ask for help when he should.	Employee is often slow in asking for help.	Employee usually indicates when he needs help.	Employee has a good sense of when he may need assistance and does not wait too long to ask for it.	Employee knows immediately when he may require assistance and does not hesitate to ask for it.
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