

**CHITTENDEN SOUTH SUPERVISORY UNION
STAFF EVALUATION TOOL**

Employee:_____

Supervisor:_____

Judgment					
Category	Unsatisfactory	Improvement is needed	Meets requirements	Exceeds expectations	Outstanding performance
Displays willingness to make decisions	Frequently Employee has difficulty making independent decisions.	Employee hesitates in making some decisions on his own, often requiring more assistance than appropriate.	Employee makes confident decisions in most areas of his job.	Employee confidently makes decisions in all areas of his job.	Employee does not hesitate to make decisions on very challenging matters and has confidence in his decision making abilities.
Exhibits sound and accurate judgment	His lack of judgment has often resulted in problem situations.	Employee has too often made decisions that subsequently resulted in problems because they were not well thought out.	His decisions are generally accurate and sound.	His decisions are on target and reflect his reliable, sound judgment skills.	His sound judgment results in decisions that are consistently on target for even the most complicated issues.
Supports and explains reasoning for decisions	Employee presents inadequate support and reasoning for his decisions.	Employee sometimes has difficulty supporting and explaining his decisions.	Employee can usually support and explain the reasoning for his decisions.	Employee can clearly explain the reasoning and provide good support for his decisions.	Employee skillfully presents the supporting information and reasoning behind his decisions.
Includes appropriate people in decision-	Employee excludes appropriate people from	His decision making is frequently less than effective	In most matters, Employee includes the	Employee verifies that the appropriate people are	Employee always ensures that the

making process	the decision-making process too often.	because his does not include the appropriate people.	appropriate people in the decision-making process.	included in the decision-making process.	appropriate people are included in the decision-making process.
Makes timely decisions	Employee takes an unacceptable length of time to make decisions.	Employee takes longer than acceptable to reach a decision.	His decisions are made in a timely manner.	Employee can usually make decisions even under tight time frames.	Employee can be relied upon to make decisions even under the tightest time frames.