

**CHITTENDEN SOUTH SUPERVISORY UNION
STAFF EVALUATION TOOL**

Employee:_____

Supervisor:_____

Quantity					
Category	Unsatisfactory	Improvement is needed	Meets requirements	Exceeds expectations	Outstanding performance
Meets productivity standards	Employee produces less work than expected for his job.	Employee is not always as productive as expected for his job.	Employee regularly produces a normal amount of work.	Employee usually produces more work than expected.	Employee regularly exceeds the amount of work normally expected for this job.
Completes work in timely manner	His work is not getting done within acceptable time frames.	It sometimes takes him longer than satisfactory to complete work and Employee too often misses deadlines.	Employee completes his work in a timely manner and meets most deadlines.	Employee often completes his work ahead of schedule.	Employee routinely completes work ahead of schedule, always meeting his deadlines.
Strives to increase productivity	Employee does not display much commitment to increasing productivity.	Employee could do more to demonstrate his commitment to increasing productivity.	Employee demonstrates a commitment to increasing productivity.	Employee demonstrates a strong commitment to increasing productivity.	Employee sets a good example to others in his dedication to increasing productivity.
Works quickly	The pace at which Employee works is not adequate for this job.	Employee works more slowly than the position requires.	Employee works at the pace expected for the position.	Employee works at a faster pace than normally expected for the position.	Employee works at an exceptionally fast pace.

Quantity					
Category	Unsatisfactory	Improvement is needed	Meets requirements	Exceeds expectations	Outstanding performance
Achieves established goals	Employee too often fails to achieve established goals.	Employee does not always achieve his established goals.	Employee achieves most of his established goals.	Employee achieves most of his established goals.	Employee consistently pushes himself to achieve and surpass his established goals.