



Performance Recognition and Evaluation Program (PREP)

Employee: _____ **Position:** _____
Classification: Exempt **Evaluation Period:** _____ to _____
Status: Full-time **Salary:** _____ per year
Staff Level: 1

PART ONE: REVIEW OF PERFORMANCE FACTORS

Rating Scale: 1 – Unacceptable; 2 – Below Standards; 3- Meets Standards; 4 – Exceeds Standards; 5 – Exceptional

	1	2	3	4	5
Job Knowledge Demonstrates familiarity with field; effectively applies job knowledge to responsibilities; participates in continuing education opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision-making and Accountability Makes responsible time-effective decisions; takes appropriate action; is accurate, thorough and solves problems; prioritizes tasks appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance and Productivity Enhancement Works in a time & cost effective manner; initiates, implements, and models best practices; enhances productivity and eliminates duplication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Models desired behaviors & attitudes; helps create an environment encouraging commitment & initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork Works cooperatively with others; shares knowledge and skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Shares information in a timely and cost-effective manner; expresses ideas clearly and persuasively, both orally and in writing; listens effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member Services Provides welcoming, responsive, courteous, and efficient service to members; promotes programs to enhance and expand member services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability and Work Ethic Meets time commitments; displays a strong personal commitment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity, Innovation and Change Facilitator Adapts flexibly to changing Priorities and embraces change. For staff levels 5 to 9, recommends & applies new ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning (only applies to staff levels 5 to 9) Sets priorities and evaluates outcomes focusing on action; identifies and evaluates critical tasks and develops sound contingency plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative (only applies to staff levels 1 to 4) Demonstrates job initiative; works independently; uses time effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Skills (if applicable) Effectively motivates and develops employees; consistently delegates and ensures completion of tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART TWO: FELLOW EMPLOYEE/MEMBER LIBRARY COMMENTS

Single word comments that describe the employee’s work efforts. For example, industrious, courteous, quick, intelligent, accurate or slow, mean, frustrating, standoffish. List 5 to 10 words that describe the employee in the eyes of others.

PART THREE: OVERALL SUMMARY OF PREVIOUS YEARS PERFORMANCE

Goals from Previous Year:

- 1.
- 2.
- 3.
- 4.
- 5.

Use bullet statements to review employee’s performance; describe what employee did and the result.

-
-
-
-
-
-
-
-
-
-

PART FOUR: GOALS FOR NEXT REVIEW PERIOD PLUS GROWTH & DEVELOPMENT

List specific outcomes to be achieved in the coming period. State outcomes in measurable terms and provide specific timeframes for completion.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

PART FIVE: SUMMARY AND SIGNATURE

I based this review on my observation, knowledge, and consultation. It represents my judgment of the employee’s performance. I make the following recommendation.

OVERALL RATING: 1 2 3 4 5

Note: Overall rating is not a summation or average of the numbers from part one, but the overall effect of the employee’s performance.

Approve PREP and recommend 0 percentage merit increase Other:

Reviewer’s Signature: _____

Date: _____

Employee’s Signature: _____

Date: _____

I have discussed the contents of this PREP with my Supervisor. My signature indicates that I have read and discussed the contents but may not agree with them.

PART SIX: Employee Contribution

Please complete the following prior to your performance review and submit electronically to your supervisor, one week prior to your meeting. Employee responses are limited to one page.

1. What did you accomplish this past year?

2. Of these accomplishments, what are you most proud of? Why? What did you learn in 2009?

3. What outcomes would you suggest for the coming year?

4. If you could change one thing in your job, what would that be and why?

5. Other comments.

Signature: _____

Date: _____

