

Employee's Name: _____

Evaluation Due Date: _____

OBP ANNUAL EMPLOYEE EVALUATION FORM

Form Instructions:

- A. Employee Self Analysis: Prior to the annual evaluation, the employee must use this form to evaluate themselves and then turn the form into their manager who will use it along with the peer evaluation and own supervisory evaluation to formulate the basis for discussion.
- B. Supervisor's Evaluation of Employee: The supervisor also uses this same form to evaluate the employee.

Please feel free to attach additional pages.

I. Evaluation of Job Description:

Is employee meeting all the expectations of the job description? Please explain where employee is excelling and where employee could improve. Please provide job related examples.

For *evaluation of supervisory staff*: Have annual evaluations for all the employees reporting to supervisor been completed on a regular basis?

II. Evaluation of integrating OBP values:

In what ways does employee exemplify OBP values? Please review the following list of values and comment on where the employee excels and where the employee could improve. please use job related examples.

Customer Satisfaction:

Employees-The Key to our Success:

Teamwork:

Professionalism and Integrity:

Stewardship of Resources:

Being Proactive and Innovative:

(over)

III. Discussion of progress on the previously agreed upon employee development plan, goals and joint expectations. Discussion of peer evaluation (if applicable) and self evaluation if applicable. Peer review completed this year? yes_/no____

IV. Overall performance rating (circle one)

Exceptional Good
Acceptable Needs Improvement
Unacceptable

(comments above must support this rating)

V. New employee development plan, new goals and joint expectations:

For employee: What are your goals? In what area would you like to improve? How can your supervisor help you improve and reach your goals? What changes if any should be made?

For supervisor: What would you like to see this employee accomplish? What is the development plan to assist the employee in accomplishing their goals along with your goals for their performance? What are your expectations for this employee: Have those expectations been discussed and have you reached agreement with the employee? Is there joint agreement on this development plan? Please attach the development plan.

Both: Is employee's job description up to date? Should a peer evaluation be completed at the next review? If yes, discuss time line and possible selections for peers to review employee's performance.

Signatures: Once this form has been finalized and thoroughly discussed, the employee and the supervisor will sign, date and send a copy to the Office of Human Resources.

Employee:_____

Date_____

Supervisor:_____

Date_____