EVALUATION FACTORS

1. **Attendance/Punctuality** - This factor can be rated no higher than standard, as that is the minimum expected.

2. **Knowledge of Work** - The degree to which the individual understands the work assignment and does not require constant reminders about what is to be done.

3. **Quality of Work** - The degree to which the individual is able to produce work free from error and also the ability to detect errors.

4. **Volume of Acceptable Work** - The amount of work completed that is acceptable without numerous revisions.

5. **Work Judgments** - The degree to which the individual can make decision which inspire confidence within their classification.

6. **Interpersonal Relations** - The degree to which the individual works without creating friction, stress; how others are affected by the individual’s presence and actions; the ability to work cooperatively.

7. **Accepts Responsibility** - The degree to which the individual accepts responsibility for their work and actions.

8. **Accepts Direction** - The degree to which the individual accepts instructions and execute requests without resistance and resentfulness.

9. **Accepts Change** - The degree to which the individual can adjust to changing directions and circumstances.

10. **Meets Deadlines** - The degree to which the individual can be counted on to meet required deadlines.

11. **Initiative** - The degree to which the individual can step in with no specific guidelines and accomplish tasks.

12. **Operation and Care of Equipment** - The degree to which employees maintain and operate assigned equipment.

13. **Safety Practices** - The degree to which the individual displays safe working practices within area assigned area.
ADDITIONAL FACTORS FOR EMPLOYEES WITH LEAD PERSON RESPONSIBILITIES

1. **Planning and Organizing** - The degree to which the individual is able to foresee events, schedule correctly and plan in advance for reoccurring events.

2. **Training and Instruction** - The degree to which the individual is able to give clear instructions; the ability to effectively demonstrate a job.

3. **Productivity** - The level of acceptable work in terms of both quantity and quality.

4. **Judgments and Decisions** - The degree to which the individual is able to exercise appropriate decision-making which is consistent with the goals and direction of the department.

5. **Leadership** - The degree to which the individual is respected by their subordinates and is able to inspire confidence.

6. **Effectively Delegates** - The degree to which the individual is able to share tasks and responsibilities.

7. **Employee Relations** - The degree to which the individual follows applicable labor agreements and seeks advice when necessary.