

**1c) The employee's work is accurate.**

\_\_\_\_\_Very good          \_\_\_\_\_Good          \_\_\_\_\_Needs Improvement

**Comments:*****This item means:***

The employee checks work for accuracy before sending it on. You can count on the employee to be accurate and take pride in being accurate. A supervisor does not need to constantly check the employee's work for accuracy. If the employee has a question about a task, he/she asks the question rather than guessing.

**1d) The employee has the specific job skills necessary for the position held.**

\_\_\_\_\_Very good          \_\_\_\_\_Good          \_\_\_\_\_Needs Improvement

**Comments:*****This item means:***

The job skills needed for specific positions vary, but this employee's job skills match the position held. Time has been provided for the employee to learn about the position and the employee should demonstrate competence in filling the position. There is no need to consider moving this employee out of this position.

**1e) The employee participates in workshops and job training opportunities.**

\_\_\_\_\_Very good          \_\_\_\_\_Good          \_\_\_\_\_Needs Improvement

**Comments:*****This item means:***

The employee takes full advantage of on-the-job training opportunities--classes, workshops, inservice programs, reading, videos, etc. The employee should be always trying to grow into higher skill level jobs within the organization.

**1f) The employee anticipates jobs that need to be done and does them.**

\_\_\_\_\_Very good          \_\_\_\_\_Good          \_\_\_\_\_Needs Improvement

---

**Comments:***This item means:*

The employee doesn't have to be told to do each job each time, but rather has insight about the job to proceed without further direction. The employee makes reminder lists of things to be done at different times, and reminds the supervisor about items which need to be coordinated with others in the organization. The employee develops a work schedule that ensures time to do upcoming jobs.

**1g) The employee believes in providing service.**

\_\_\_\_\_ Very good          \_\_\_\_\_ Good          \_\_\_\_\_ Needs Improvement

**Comments:***This item means:*

The employee wants to, and continually looks for ways to, assist those in and out of the organization. When people ask questions, the employee gives the needed information, finds the information, or contacts the person who can provide the information. The employee strives to identify and meet needs of those we serve.

**1h) The employee has a positive relationship with the supervisor.**

\_\_\_\_\_ Very good          \_\_\_\_\_ Good          \_\_\_\_\_ Needs Improvement

**Comments:***This item means:*

The employee respects the supervisor, and there is no "back-biting" or negative talk to co-workers or non-organization people about the supervisor. The employee challenges the supervisor in a positive manner to fully explore issues which arise rather than passively accepting the supervisor's point of view. The employee keeps the supervisor informed of potentially dangerous issues.

---