



INSTRUCTIONS FOR PERFORMANCE EVALUATIONS

A Performance Evaluation should be completed on all new employees within the first ninety (90) days of employment, then again at least annually. Performance Evaluations should also be completed whenever there is a constant, marked difference in the employee's performance. Performance Evaluations are meant to clearly notify the employee of the manager's perception of their strengths and weaknesses. This should be a time of honesty and feedback from both manager and employee. Performance Evaluations should not always be negative, positive growth should also be acknowledged.

The employee's name, current job title, hire date, and the date of the evaluation should be completed at the top of the page.

WEIGHT – This indicates the manager's perception of the weight of the Area of Performance that pertains to the employee's position. Different Areas of Performance carry different weights in different positions. For example: if Quality of Work is more important than Drive & Endurance, then Quality of Work would carry a higher "weight". Some positions may not require Leadership, but Attendance & Dependability is the most important aspect of the position. Not all items must carry a weight. The weight should be shown as a percentage, with the total of 100% at the bottom of the page.

RATING – This section will be completed based on the guideline in the box at the top of the page where each number is defined. For most employees, a score of "3" would be applicable. This score indicates that the employee "Meets the Job Requirements". A score of "4" indicates the employee is exceeding the job requirements, with a score of "5" stating the employee far exceeds the job requirements. Another part of the guideline in the box is the portion that shows the "Percentile of Satisfactory Performers at NTS". This area gives the manager the ability of "weighing" their employees. A "5" would indicate that the employee who received the "5" was in the top 10% of performers at NTS.

STRENGTHS AND AREAS FOR IMPROVEMENT – The manager will list the employee's job related strengths and the job related items that need improving.

MANAGER'S SUMMARY – The manager should be more detailed about the strengths and areas that need improving in this section.

IMPORTANT JOB OBJECTIVES FOR NEXT EVALUATION – Specific objectives should be listed that the employee must accomplish before the next evaluation. The objectives could be additional responsibilities for growth, or goals set for improvement.

EMPLOYEE'S CAREER OBJECTIVES – Realistic goals should be stated to show the career path of the employee.

PLANS FOR TRAINING, DEVELOPING, AND COACHING TO REACH OBJECTIVES – The manager should list their plans for training and developing the employee so the employee could reach their career objectives. These plans should be realistic.

EMPLOYEE'S COMMENTS – The employee should write their response to the evaluation in this area, including all of their thoughts.