



Coastal Animal Services Authority (CASA) Job Performance Evaluation

Employee Name and Job Title:

Supervisor Name and Title:

Job Performance Evaluation Time Period:

PERFORMANCE FACTORS (IF NOT APPLICABLE, LEAVE BLANK)	Needs Improvement	Meets or Exceeds Expectations
Technical Knowledge (Demonstrates thorough job knowledge)	<input type="checkbox"/>	<input type="checkbox"/>
Ability To Effectively Work With Others (Demonstrates an ability to effectively work with those contacted in the course of employment)	<input type="checkbox"/>	<input type="checkbox"/>
Task/Project Management (Demonstrates ability to effectively accomplish assigned tasks and projects)	<input type="checkbox"/>	<input type="checkbox"/>
Creativity/Initiative (Brings forward new ideas, processes, and procedures designed to improve the efficiency and/or effectiveness of public services, including those within the assigned area of responsibility)	<input type="checkbox"/>	<input type="checkbox"/>
Quantity Of Work (Completes the desired amount of work in a reasonable time period for the position)	<input type="checkbox"/>	<input type="checkbox"/>
Quality Of Work (The quality of the work product produced is at an acceptable level for the position)	<input type="checkbox"/>	<input type="checkbox"/>
Attendance (Regularly reports to work and is on time)	<input type="checkbox"/>	<input type="checkbox"/>
Safety (Adheres to proper safety regulations and procedures)	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory/Management (Effectively supervises/manages subordinate staff)	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL JOB PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/>

GOALS/OBJECTIVES

- | |
|----|
| 1. |
| 2. |
| 3. |

Narrative:

Employee Comments:

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

General Manager Signature: _____

Date: _____

SCHR Manager Signature: _____

Date: _____

Additional Narrative:

PERFORMANCE FACTORS TO CONSIDER WHEN DEVELOPING AN EMPLOYEE REVIEW:

Organizational Accomplishments

- √ Teamwork/Cooperation Within and Across Work Units/Divisions/Departments
- √ Flexible and Adaptable
- √ Always Learning and Developing
- √ Customer Service Focus
- √ Committed to Excellence and Looks for Ways to Improve the Organization

Making People Matter

- √ Respects Others
- √ Actions Build Trust
- √ Effective Interpersonal Skills
- √ Conflict Resolution
- √ Recognizes Other's Contributions and Finds Happiness In Other's Achievements
- √ Has a Positive Attitude

Job Effectiveness

- √ Achieves Results and Is Productive
- √ Communicates Effectively
- √ Takes Responsibility
- √ Problem Solving, Use of Judgment, and Decision-Making
- √ Dependability and Attendance

Supervision/Management

- √ Leads Others to Achieve Desired Results
- √ Coaches/Mentors Others
- √ Holds Subordinates Accountable
- √ Effectively and Efficiently Accomplishes Assigned Tasks/Projects