**Time Period:** **To**

####

####  Employee Name Job Title Shop/Department/Area

**Working horizontally, check the box in each row that best represents this employee.**

* **Rows that are blank can be used at your discretion to identify your department’s goals/processes**
* **Have the employee’s job description readily available at time of evaluation**

**SAFETY:** Promotes a safe environment through employee’s work habits.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Employee always follows departmental safety policies and practices | [ ]  | Employee usually follows departmental safety policies and practices | [ ]  | Employee sometimes follows departmental safety policies and practices | [ ]  | Employee rarely follows departmental safety policies and practices |
| [ ]  | Employee always takes initiative to identify and mitigate safety concerns | [ ]  | Employee usually demonstrates initiative to identify and mitigate safety concerns | [ ]  | Employee sometimes practices an awareness of safety concerns | [ ]  | Employee rarely demonstrates initiative or awareness of safety concerns |
| [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       |

***List the employee’s safety achievements for the past 12 months.***

***List the employee’s opportunities for improvement in regards to safety.***

**QUALITY:** Delivers a product/process that demonstrates attention to detail, accuracy and problem solving

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Employee is always thorough, shows attention to detail, accuracy, and produces high quality work | [ ]  | Employee is usually thorough and produces good quality work | [ ]  | Employee sometimes shows a lack of attention to detail and accuracy to work | [ ]  | Employee often shows a lack of attention to detail and accuracy to work |
| [ ]  | Employee always leads process improvement changes and generates numerous ideas | [ ]  | Employee usually shows initiative in implementing process improvements and generates new ideas | [ ]  | Employee is sometimes agreeable to process improvement changes but does not take ownership in generating new ideas | [ ]  | Employee has difficulty accepting process improvement changes and rarely shows initiative in generating ideas |
| [ ]  | Employee always looks for the root cause of problems and offers positive solutions | [ ]  | Employee usually looks for the root cause of problems and offers positive solutions | [ ]  | Employee sometimes looks for the root cause of problems and offers positive solutions | [ ]  | Employee rarely looks for the root cause of problems and does not offer solutions |
| [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       |

***List the employee’s quality achievements for the past 12 months.***

***List the employee’s opportunities for improvement in regards to quality.***

**COST:** Seeks to provide cost savings through self-awareness, accountability and elimination of waste

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Employee always takes initiative and an effective approach to cost saving opportunities | [ ]  | Employee usually demonstrates initiative by identifying cost savings opportunities | [ ]  | Employee sometimes has an idea but fails to take the initiative to implement the ideas for cost savings | [ ]  | Employee rarely takes initiative to identify cost saving opportunities |
| [ ]  | Employee is always accountable for meeting deadlines | [ ]  | Employee is usually accountable for meeting deadlines | [ ]  | Employee is sometimes accountable for meeting deadlines | [ ]  | Employee isn’t accountable for meeting deadlines |
| [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       |

***List the employee’s cost achievements for the past 12 months.***

***List the employee’s opportunities for improvement in regards to cost.***

**PRODUCTIVITY:** Prioritizes and produces a quality product

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Employee always understands the scope of assigned projects to ensure expectations and deadlines are met | [ ]  | Employee usually understands the scope of assigned projects to ensure expectations and deadlines are met  | [ ]  | Employee sometimes understands the scope of assigned projects to ensure expectations and deadlines are met | [ ]  | Employee rarely understands the scope of assigned projects to ensure expectations and deadlines are met |
| [ ]  | Employee always pays attention to detail | [ ]  | Employee usually pays attention to detail | [ ]  | Employee sometimes pays attention to detail | [ ]  | Employee rarely pays attention to detail |
| [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       |

***List the employee’s productivity achievements for the past 12 months.***

***List the employee’s opportunities for improvement in regards to productivity.***

**ENGAGEMENT:** Demonstrates an initiative to assess a situation and take action.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | Employee always contributes ideas to facilitate change | [ ]  | Employee usually contributes ideas to facilitate change | [ ]  | Employee sometimes contributes ideas to facilitate change | [ ]  | Employee rarely contributes ideas to facilitate change |
| [ ]  | Employee always contributes expertise and experience to enhance teamwork | [ ]  | Employee usually contributes expertise and experience to enhance teamwork | [ ]  | Employee sometimes contributes expertise and experience to enhance teamwork | [ ]  | Employee rarely contributes expertise and experience to enhance teamwork |
| [ ]  | Employee is always involved in collaborative problem solving | [ ]  | Employee is usually involved in collaborative problem solving | [ ]  | Employee is sometimes involved in collaborative problem solving | [ ]  | Employee is rarely involved in collaborative problem solving |
| [ ]  |       | [ ]  |       | [ ]  |       | [ ]  |       |

***List the employee’s engagement achievements for the past 12 months.***

***List the employee’s opportunities for improvement in regards to engagement.***

**EMPLOYEE’S ANNUAL CAREER ENHANCEMENT TRAINING PLAN**

**Have employee’s TMS training records on hand. The goal for each UW Facilities employee is to complete a minimum of two career enhancement training courses every year (in addition to required safety training).**

Courses Completed:

Areas for development for the next evaluation period:

Here is the link to the UW Facilities Training Center Learning Links page where you can find a list of excellent resources to keep your skills sharp: <https://facilities.uw.edu/partner-resources/training/learning-links>

**Employee comments/feedback:**

**Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Name**

**Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**