

## April 1 2018 Employee Review - May 04, 2018

### Luz Solis

HRS - HR Specialist

1000AD - Head Start Administration

**Reviewed by Suzanne Rosa**

#### **Review Period**

February 03, 2017 - February 02, 2018

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### Rating Scale

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#### 5 Consistently Demonstrates

This competency is demonstrated on a constant basis; everyone in contact with this employee would observe excellence in this area.

#### 4 Often Demonstrates

This competency is demonstrated often; most people in contact with this employee would observe excellence in this area.

#### 3 Demonstrates

This competency is demonstrated; please continue to focus on it so that it is demonstrated constantly without exception.

#### 2 Sometimes Demonstrates

This competency is demonstrated on an infrequent basis; please work to develop the required skill set to increase your rating so that it is demonstrated constantly without exception.

#### 1 Seldom Observed

Needs immediate improvement.

#### 0.01 N/A

Not applicable.

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### Competency 1 of 12

### Communication

Weighted at 8.33%

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Does the employee utilize appropriate communication for their position and situations?

Consistently Demonstrates

You may add a comment here.

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### Competency 2 of 12

### Productivity/Time Management

Weighted at 8.33%

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Does the employee manage their workload within the expected time frame? Do they work efficiently and meet all deadlines?

Often Demonstrates

You may add another comment here.

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### Competency 3 of 12

### Attendance

Weighted at 8.33%

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Do the employee's unscheduled absence and tardiness occurrences fall within agency expectations?

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Demonstrates

And another...

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**Competency 4 of 12**

**Adaptability**

**Weighted at 8.33%**

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**Is the employee open to change? Are they flexible and open to new ideas and responsibilities?**

Sometimes Demonstrates

And, another...

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**Competency 5 of 12**

**Customer Service / Human  
Relations**

**Weighted at 8.33%**

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**Does the employee work well and willingly with customers and staff? Do they display a positive attitude and sincere interest in assisting others?**

Seldom Observed

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**Competency 6 of 12**

**Judgment**

**Weighted at 8.33%**

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**Does the employee demonstrate reasonable judgment and decision-making skills as they relate to their role?**

Consistently Demonstrates

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**Competency 7 of 12**

**Self-Development**

**Weighted at 8.33%**

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**Does the employee look for opportunities to increase knowledge? Do they strive to keep job knowledge current?**

Often Demonstrates

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**Competency 8 of 12**

**Quality**

**Weighted at 8.33%**

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**Is the employee's work product consistently accurate, thorough, concise and complete?**

Demonstrates

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<b>Competency 9 of 12</b>	<b>Computer / Technology Skills</b>	<b>Weighted at 8.33%</b>
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Does the employee possess the necessary computer and/or technology skills necessary to meet the required functions of their position?

Sometimes Demonstrates

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<b>Competency 10 of 12</b>	<b>Interpersonal Skills</b>	<b>Weighted at 8.33%</b>
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Does the employee consistently approach interactions in a professional manner? Do they work cooperatively with others?

Seldom Observed

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<b>Competency 11 of 12</b>	<b>Job Knowledge</b>	<b>Weighted at 8.33%</b>
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Does the employee understand all facets of their job? Do they regularly apply the knowledge and skills during the execution of their duties and responsibilities?

Consistently Demonstrates

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<b>Competency 12 of 12</b>	<b>Initiative</b>	<b>Weighted at 8.37%</b>
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Does the employee consistently maintain a proactive approach to assigned duties and responsibilities? Are they solution focused and look to offer new ideas that are innovative and strive for excellence?

Often Demonstrates

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<b>Goal 1 of 4</b>	<b>0% Complete</b>	<b>Weighted at 0%</b>
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**Goal #3**

Professional Development / Skills

N/A

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**Goal 2 of 4**

**0% Complete**

**Weighted at 0%**

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**Goal #4**

Value-based goal

N/A

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**Goal 3 of 4**

**0% Complete**

**Weighted at 0%**

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**Goal #1**

Computer / Technology

N/A

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**Goal 4 of 4**

**0% Complete**

**Weighted at 0%**

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**Goal #2**

Other

N/A

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**Summary**

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Overall Rating

**Demonstrates**

Competency  
0% of Overall Rating

Goal  
0% of Overall Rating

## Signatures

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**Employee Signature**

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**Date**

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**Reviewer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resources Signature**

\_\_\_\_\_  
**Date**