## First Judicial District of Pennsylvania EMPLOYEE PERFORMANCE RATING – SUPERVISORY & ADMINISTRATIVE

EMPLOYEE NAME	POSITION CLASSIFIC	CATION	EMPLOYEE I.D.	DEPARTMENT	RETURN DATE	EVALUATION TYPE
PERFORMANCE F			nprovement ME =	Meets Expectations El	E = Exceeds Expectations	
PERFORMANCE FACTORS						APPROPRIATE RATING
QUALITY OF WORK: Accuracy, neatness and completeness of work	ork, ability to meet unit's st	andards with regard to quali	y.			
2. QUANTITY OF WORK: Amount of work produced compared with the requirements of position.						
3. WORK HABITS: Organization and planning of work; time management; adherence to established procedures and rules; care of equipment; safety considerations; judgment; persistence and personal habits as they affect work in general.						
4. DEPENDABILITY/INITIATIVE: Ability to accomplish assignments v	without close supervision a	nd meet specified deadlines	•			
5. ATTENDANCE: Plan and request leave usage in advance; number of non medically certified sick days used; patterns of sick usage such as days before/after weekend, holiday or other leave time; Adherence to established work hours, return from breaks or lunch, frequency of lateness as it relates to designated starting times.						
# of Tardiness Occurrences: # of Non-Medically Certified Sick Days:						
6. RELATIONSHIP WITH PEOPLE: Courtesy, tact, self-control, patience, loyalty, and discretion in dealing with fellow employees and the public.						
7. PERSONAL ADJUSTMENT: Attitude toward work and supervision.						
8. ADMINISTRATIVE ABILITY: Promptness of action; soundness of decision; application of good management principles and communication skills. Creative planning. Organizing staff.						
9. ABILITY AS A SUPERVISOR (if applicable): Proficiency in training employees; planning and assigning work; ability to evaluate employees in an accurate and timely manner; organizing, laying out and completing work; and leadership. Compliance with policies.						
OVERALL PERFORMANCE RATING: Must be consistent with the factor ratings.						
Provide relevant comments in the following space. Use additional sheets if necessary.  Reviewing Officer Signature:					ınature:	Date:
Trovide following option. One distribution of the following option.				The viewing Officer Sig	mature.	Date.
				Title:		
				I conducted the performance interview with the employee, considered his/her comments and rated the employee as indicated.		
				Rater's Signature: Date:		
Title				Title:		
I met with the rater, discussed expectations.					iscussed my perform	ance and understand my performance
				· '		Date:
Employee Signature.						Date
				☐ I would like to	discuss this performation discuss this performation discuss the overall understanding the discussion discussio	onse to this evaluation. ance evaluation with the reviewing officer. nsatisfactory rating to the Deputy
RATER: Indicate date below if a salary and/or longevity increment		For Division Adminis	etration Hea Only			
is due.		I OI DIVISIOII AUIIIIIII	suadon Ose Only		5	t A drawinistance
A salary increment is due (Date)	Please indicate one:	☐ Approved ☐ N	Not Approved	Deferred until	Exputy Co	urt Administrator Date
A longevity increment is due (Date)	Please indicate one:	☐ Approved ☐ N	Not Approved	Deferred until	Appointing	g Authority Signature Date

## EMPLOYEE PERFORMANCE RATINGS

To enhance consistency in the evaluation process, the following Performance Level descriptions are to be used as guidelines by the rater. Please note that "Meets Expectations" is the STANDARD expected performance level of all employees. The following guidelines should be followed for individual performance factors as well as the "overall performance rating."

Unsatisfactory (U):

Performance and conduct that often fails to meet acceptable standards and reasonable expectations.

(Evaluator must provide written comments and documentation to support this rating. The

Divisional Deputy Court Administrator, or equivalent, must review and approve all evaluations wherein the overall rating is "Unsatisfactory".)

Needs Improvement (NI):

Performance and conduct that often meets District standards, but needs to improve with respect to the dependability and/or attitude of the employee. (Evaluator must provide written justification for this rating.)

Meets Expectations (ME):

Performance and conduct that fully and consistently meets all District standards. District personnel are expected to be motivated, hard working, courteous, and dependable employees who are both willing and able to perform quality work in the varied assignments of their respective positions of responsibility. Employees meeting these high, but normally expected, standards are "meeting expectations." Employees are presumed to "Meet Expectations" unless the evaluator provides justification for another rating.

Exceeds Expectations (EE):

Performance and conduct that consistently demonstrates a high level of commitment, innovation, and initiative that often exceeds both reasonable expectations and normally acceptable standards of performance and results in a notable work product or result. For example, employees may demonstrate this level of performance by developing new and innovative policies and/or procedures related to their work; may show particular initiative in identifying and suggesting solutions to existing and/or potential problems; may undertake additional work and/or work related projects; or, may demonstrate special teamwork and/or leadership skills. (Performance evaluation ratings of "Exceeds Expectations" must be supported by meaningful comments and examples that illustrate and describe the manner in which the employee has exceeded normal expectations. The Divisional Deputy Court Administrator, or equivalent, must review and approve all evaluations wherein the overall rating is "Exceeds Expectations".)

## SPECIFIC GUIDELINES FOR PERFOMANCE FACTOR # 5: ATTENDANCE [Note: FMLA absences are not to be considered when following these guidelines.]

**Unsatisfactory:** Seldom complies with established work hours and/or lunch hour. Seldom plans vacation. Used 10 or more non-medically certified sick and/or tardy days.

**Needs Improvement:** Often fails to comply with established work and/or lunch hours. Inconsistently schedules vacation. Used 7 or more non-medically certified sick and/or tardy days but less than 10.

**Meets Expectations:** Usually complies with established work hours and/or lunch hour. Usually schedules vacation in advance. Used 3 or more non-medically certified sick and/or tardy days but less than 7.

**Exceeds Expectations:** Rarely in violation of workplace time requirements. Normally schedules vacation. Used less than 3 non-medically certified sick and/or tardy days.