

Unclassified Employee Evaluations

Below is an overview of each of the evaluation models available.

Model A

Competencies include: Job Knowledge, Achievements/Accomplishments, Cooperation with Others, Communication Skills, Adaptability, Problem Solving/Decision Making, Planning, Creativity/Originality, Special Contributions, Supervision of Others (if applicable). Includes an overall evaluation comment section for; employee's strengths, areas for growth or change, accomplishments on employee's performance goals set last year, and employee's performance goals for next year.

Model B

Competencies include: Job Knowledge, Communication Skills, Interpersonal Skills/ Cooperation/Collaboration, Planning/Organizing/and Achieving Results, Problem Analysis and Decision Making, Commitment to Diversity, Fiscal and Human Resource Management, Leadership and Supervision (if applicable). Provides a table to document Objectives/Accomplishments for the prior year. Provides a table to document Proposed Goals for the Upcoming Year.

Model C

Rating scale includes a numeric value which can be used to calculate an average score for each section; Quality of Work, Productivity, Technical Knowledge, Communication and Teamwork, Leadership and Project Management Skills (if applicable), and Significant Achievements . Provides a section to document 2-3 professional development and performance/project-related objectives that the employee agreed to accomplish over the coming year.

Model D

Provides a description for the individual criteria listed under each competency. The evaluation is divided into four categories; Work Knowledge, Work Measurability, Goals Achievement, Supervision of Others (if applicable). Includes an overall evaluation section and an area to document goals accomplished for the prior year and goals set for the upcoming year.

Model E

Provides guidelines and objectives for a narrative appraisal. This evaluation may be used to take stock of the year and to report significant accomplishments, both projected and not anticipated. If there were goals set forward but not realized, this report may provide an explanation. This review should be a carefully organized "essay" or collection of paragraphs reflecting your specific job, strategies, accomplishments, effectiveness, long- and short-term professional goals and support needs.