

ACWA JPIA MANAGER PERFORMANCE APPRAISAL



Completed by: The Manager (Self-Appraisal) The Director or CEO (Formal Appraisal)

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|------------|-------------|----------------------------|--------------------------|
| LAST NAME: | FIRST NAME: | JOB TITLE: | WORK AREA: Select One |
| GRADE: | RANGE: | REVIEW PERIOD: mm/dd/yy | mm/dd/yy to |

RATING SCALE:

- 1 - Unsuccessful:** Fails to meet minimum requirements, performance significantly below the level expected and it appears employee is either unwilling or unable to perform successfully.
- 2 - Improvement Needed:** Needs improvement to meet requirements. Employee has the potential for successful performance.
- 3 - Successful:** Meets expected requirements. Overall performance has been at the level expected.
- 4 - Highly Effective Performer:** Generally exceeds requirements. Overall performance has been above level expected.
- 5 - Outstanding Performer:** Always exceeds the standards and expectations for the position requirements, performance standards, and long and short term objectives.

Part A

Organizational Responsibilities: A measurement of the extent to which the actions of the employee are consistent with key performance expectations.

| RESPONSIBILITY | PERFORMANCE CRITERIA | COMMENTS | RATING |
|----------------------|--|----------|--------|
| 1. Member Service | Creates and maintains cooperative workplace relationships both internal and external. | | |
| 2. Quality of Work | Employee consistently meets the standards established for the job in terms of work content, accuracy, organization, and clarity. | | |
| 3. Timely Completion | Employee consistently meets work schedules and deadlines for the completion of duties. | | |
| 4. Reliability | Employee can be depended upon to meet all aspects of the job, including safety requirements and satisfactory attendance. | | |
| 5. Communication | Openly exchanges information in a timely manner, knows who to keep informed, listens, understands, uses confidential information with discretion, writes/speaks clearly and concisely. | | |

After completing Part A, total the criterion ratings and divide by five. Record the average rating of the factors in Part G - Review and Performance Summary on the Part A - Organizational Responsibilities rating line.

RATING:

| | | |
|---|--|--|
| achieves efficiencies that demonstrate a sense of cost consciousness in the use of company resources. | | |
| 3 <u>Delegation</u> Entrusts tasks and responsibilities in an appropriate proportion to each subordinates' specific abilities. Effectively distributes workload within assigned area for optimal results. | | |
| 4 <u>Developing Staff</u> Ensures that employees receive training necessary for competent job performance. Encourages employees to identify longer-term goals and objectives. Completes performance Appraisals within prescribed timelines. Motivates subordinates to seek opportunities and experiences necessary for career growth or succession planning. | | |

After completing Part D, total the criteria ratings and divide by four. Record the average rating of the applicable criteria in Part G - Review and Performance Summary on the Part D - Management Functions rating line.

RATING:

Part E

Accomplishments During This Appraisal Period: List the top 3 accomplishments you are most proud of that have contributed to the JPIA's success.

| | |
|-------------------------------|--|
| 1 | |
| 2 | |
| 3 | |
| Other Accomplishments: | |

Part F

Major Objectives Performance Plan: Outline major objectives to be completed over the next review period, including measurement criteria.

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Part G

Review and Performance Summary

| Review Summary | Rating | Times | Weight | Earned Point Score |
|--|--------|-------|--------|--------------------|
| A. Organizational Responsibilities | | X | .25 | = |
| B. Accomplishment of Major Essential Functions | | X | .25 | = |
| C. Accomplishment of Major Objectives | | X | .25 | = |
| D. Management Functions | | X | .25 | = |
| Other Activities: | | | | + |
| | | | Total | = |

| Other Activities: (Maximum .10) | Rating |
|--|--------|
| Trade Association Involvement (.03) Organization: | |
| JPIA Committee Membership (.04) | |
| Certification Completed/Recertification (.10) | |
| Completed Outside Courses on own time (.02 each – up to .10) | |
| Completed Class(s) including TargetSolutions Webinars (.01 each – up to .05) | |
| Total (Maximum .10) | |

Acknowledgment

I acknowledge I have received a copy of this Performance Appraisal and have had an opportunity to read and discuss it with my supervisor. My signature below does not necessarily mean I agree with the contents of the Appraisal. I further acknowledge that I have been told I can submit a written response to the Appraisal, which will be placed in my personnel file.

Employee's Signature _____ Date _____

I have documented and reviewed the above employee's performance to the best of my ability.

Reviewer's Signature _____ Date _____

CEO's Signature _____ Date _____

Employee's Comments: