

WHCC Staff Evaluation for Sabra Gibson

Staff Annual Performance Review



Staff evaluation for: Sabra Gibson

Your Name (Person completing this evaluation): *

First Last

Your Phone

- -
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Your Email

For each statement (in the left column): Please rate the following statements by selecting one of the evaluations (in the right column)

Job Knowledge/Competency:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
Demonstrates knowledge of field	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Understands expectations for position	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
Maintains technical and technological skills necessary to be effective	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Adheres to job policies & procedures	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Job Knowledge/Competency:

Job Effectiveness:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
Achieves or surpasses expected outcomes and productivity	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Demonstrates personal responsibility and initiative	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Completes responsibilities in a thorough, accurate and timely manner	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Properly uses budget and human/material resources	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Adapts to changing or competing priorities & demands	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Demonstrates personal responsibility and initiative	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Job Effectiveness:

Planning & Decision Making:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
Establishes clear objectives and priorities, Organizational Organizes work accordingly	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Proactively identifies problems and formulates solutions	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Demonstrates sound judgement and follow through	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Seeks clarity, guidance and input at appropriate intervals	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Planning & Decision Making:

Communication & Interpersonal Skills:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
Effectively conveys information and ideas both orally and in writing	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Listens carefully and seeks clarification to ensure understanding	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
Engenders trust and confidence of others	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Helps foster inclusive, respectful organization and environment	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Communication & Interpersonal Skills:

Teamwork & Collaboration:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
Works positively and proactively with internal staff & external partners/constituents	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Shares information and resources to promote collaboration - seeks to learn from others	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Demonstrates flexibility and compromise as circumstances require	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Teamwork & Collaboration:

Leadership (if appropriate):

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
Communicates clear vision and expectations	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Identifies opportunities for individuals/team/organization to capitalize on strengths and to grow ; Provides specific, continuous feedback	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Demonstrates effectiveness in coaching and mentoring others	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Serves as role model and nurtures cohesive, high-functioning team/organization	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Leadership (if appropriate):

Overall Summary of Performance:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
Summary of accomplishments and contributions for the review period	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Overall assessment of job performance relative to prior goals and development opportunities	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Goals and Actions for Next Evaluation Period:

Identify goals and development/training activities for next review period:

