



# e-VALUE

Evaluating: Vision Ability Leadership Uniformity Excellence

## Employee Performance Proficiency Plan Form

The Proficiency Plan Form is to be used to document area(s) that need improvement at the site or facility that is observed during the informal observations by the supervisor. The date for remediation (up to fifteen working days) will be agreed upon by the AFSCME employee and supervisor. The remediation date will be noted on the front of the Proficiency Plan Form, in the right hand corner.

Employee Name: _____	Employee Number: _____
Employee Title: _____	Work Location Number: _____
Evaluator's Name: _____	Work Location Name: _____
Evaluator's Title: _____	Observation Date: _____

### PERFORMANCE INDICATORS

Place a check in the box next to indicator(s) which are in need of improvement and specify particular area(s) of deficiency.

<b>A. Job Knowledge</b>	
1. Demonstrates proper knowledge of assignments, materials, equipment, techniques and training information.	<input type="checkbox"/>
2. Utilizes appropriate safety measures including effective sanitation procedures as applicable.	<input type="checkbox"/>
3. Performs assigned duties according to work schedule/procedure.	<input type="checkbox"/>
4. Adheres to all District and school policies related to effective job performance	<input type="checkbox"/>
Specific area(s) of deficiency: _____	
_____	

<b>B. Professionalism</b>	
1. Presents a uniformed professional image.	<input type="checkbox"/>
2. Demonstrates regular daily attendance, arrives promptly and departs no earlier than scheduled.	<input type="checkbox"/>
3. Demonstrates initiative and participates in professional growth and training.	<input type="checkbox"/>
4. Maintains professional/ethical behavior and conduct in the workplace.	<input type="checkbox"/>

Specific area(s) of deficiency: \_\_\_\_\_  
\_\_\_\_\_

<b>C. Interpersonal Skills and Relationships</b>	
1. Works cooperatively with colleagues.	<input type="checkbox"/>
2. Maintains effective working relationships with administrators, and staff.	<input type="checkbox"/>
3. Manages conflict constructively and sets a positive example for others to follow.	<input type="checkbox"/>
4. Communicates effectively (verbal and written) and honestly.	<input type="checkbox"/>
Specific area(s) of deficiency: _____ _____	

<b>D. Performance</b>	
1. Shows willingness to accept job related responsibilities.	<input type="checkbox"/>
2. Meets job standards effectively and efficiently.	<input type="checkbox"/>
3. Utilizes established procedures in completing job assignments.	<input type="checkbox"/>
4. Exhibits sound decision-making skills.	<input type="checkbox"/>
Specific area(s) of deficiency: _____ _____	



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Employee Performance Proficiency Plan Form

PLAN OF ACTION

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

PLAN OF ACTION COMPLETION-DATE(S): \_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Employee Performance Evaluation Form

This evaluation form indicates the level of performance demonstrated by the employee during the period of review. The evaluating factors will be rated as follows: (3) Exceeds Expectations (2) Meets Expectations (1) Needs Improvement

Employee Name: _____	Employee Number: _____
Employee Title: _____	Work Location Number: _____
Evaluator's Name: _____	Work Location Name: _____
Evaluator's Title: _____	Annual Evaluation Date: _____

### PERFORMANCE INDICATORS

A. Job Knowledge	3	2	1	Comments
1. Demonstrates proper knowledge of assignments, materials, equipment, techniques and training information.				
2. Utilizes appropriate safety measures including effective sanitation procedures as applicable.				
3. Performs assigned duties according to work schedule/procedure.				
4. Adheres to all District and school policies related to effective job performance.				
<b>Total</b>				

B. Professionalism	3	2	1	Comments
1. Presents a uniformed professional image.				
2. Demonstrates regular daily attendance, arrives promptly and departs no earlier than scheduled.				
3. Demonstrates initiative and participates in professional growth and training.				
4. Maintains professional/ethical behavior and conduct in the workplace.				
<b>Total</b>				

C. Interpersonal Skills and Relationships	3	2	1	Comments
1. Works cooperatively with colleagues.				
2. Maintains effective working relationships with administrators, and staff.				
3. Manages conflict constructively and sets a positive example for others to follow.				
4. Communicates effectively (verbal and written) and honestly.				
<b>Total</b>				

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## Employee Performance Evaluation Form

D. Performance	3	2	1	Comments
1. Shows willingness to accept job related responsibilities.				
2. Meets job standards effectively and efficiently.				
3. Utilizes established procedures in completing job assignments.				
4. Exhibits sound decision-making skills.				
<b>Total</b>				

**e-VALUE TOTAL SCORE:** \_\_\_\_\_

<input type="checkbox"/> EXCEEDS EXPECTATIONS	<input type="checkbox"/> MEETS EXPECTATIONS	<input type="checkbox"/> NEEDS IMPROVEMENT
48 - 32	31 - 15	14 - 0

Employee Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evaluator Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_