

Employee Performance Evaluation Guide

Results: *What You Accomplish*

- A. Job Knowledge and Accuracy –
Understands functions. Does what's right. Demonstrates flexibility regarding assignments.
- B. Performance Levels –
Has met or exceeded goals.
- C. Planning for Progress and Setting Goals –
Managing for progress. Continually strives for greater efficiency and effectiveness. Working ON, not just IN, the business.
- D. Analytic Emphasis / Creativity –
Understands cause, effect, & trends, key performance factors, and ratios. Continually seeks new and better ways of doing things.
- E. Dependability / Follow Through –
Requires absolute minimum of supervision. Highly dependable
- F. Performing Safely, Responsibly, and Professionally –
Proactively pursues safety of self and others along with protection of cargo / equipment / facilities.

Relationships: *How You Get Things Done*

- A. Organization and Efficiency –
Well organized; good efficiency, and time management.
- B. Learning, Coaching, Developing –
Attentive to and successful at fostering growth in self and others
- C. Teamwork and Cooperation –
Works well with others; encourages and practices of others involved in the decision-making process.
- D. Communication –
Excellent at keeping others informed. Ask questions and listen to build understanding.
- E. Leading and Contributing to “Can Do” Culture –
Very good leadership qualities, very positive attitude; helps inspire others.
- F. Practicing / Encouraging Pursuit of Our Beliefs / Values, Our Mission/Purpose, and Our Vision –
A role model for practicing, promoting, and pursuing our values, purpose and vision.

