

Community Justice Center

Manager Performance Evaluation

Name		Job Title	
Date of Employment	Rating Period		Date of Evaluation
	to		

PERFORMANCE SCALE

Deficient	Minimally Proficient	Proficient	Highly Proficient
1	2	3	4
Deficient; Little/no proficiency in this area; Lacking	Some proficiency; Needs to improve in this area; Adequate	Proficient; Little/no deficiency in this area; Good	Highly proficient; Can't improve in this area; Polished

ADMINISTRATIVE SKILLS

SCORE

1. <u>Knowledge and Adherence to Procedures</u>	
Comments:	
2. <u>Time Management</u>	
Comments:	
3. <u>Organization</u>	
Comments:	
4. <u>Technology Skills</u>	
Comments:	
5. <u>Documentation</u>	
Comments:	
6. <u>Communication Skills</u>	
Comments:	

PERSONAL SKILLS

SCORE

7. <u>Attendance</u>	
Comments:	
8. <u>Initiative</u>	
Comments:	
9. <u>Dependability</u>	
Comments:	
10. <u>Dealing with Demanding Situations</u>	
Comments:	
11. <u>Role Modeling/Team Player</u>	
Comments:	
12. <u>Professional Development</u>	
Comments:	

POSITION SKILLS**SCORE**

13. <u>Position Knowledge</u>	
Comments:	
14. <u>Training Staff</u>	
Comments:	
15. <u>Quality Assurance / Continued Quality Improvement</u>	
Comments:	
16. <u>Recognition of Staff Contributions and Staff Concerns</u>	
Comments:	
17. <u>Leadership/Coaching</u>	
Comments:	
18. <u>Staff Advocacy</u>	
Comments:	

Areas to Improve:	
Action Plans:	
Areas of Strengths:	
Employee Comments:	
Executive Director Comments:	

My signature below signifies that I have reviewed this Performance Evaluation with my supervisor. It does not necessarily suggest that I agree with the evaluation. I understand that my employment is At-Will and that the evaluation process is offered to assist my professional development.

I, _____, ___ have ___ have not been charged, held, or sited by any law enforcement agency during the previous 12 months while employed at STAR Community Justice Center. I understand I must immediately report all law violations to the Executive Director. Failure to report any law violation could result in administrative action including termination from STARCJC.

Employee:		Date	
Supervisor:		Date	
Executive Director:		Date	