

# STAR *Community Justice Center*

## Operations Performance Evaluation

Employee's Name		Employee's Job Title	
Date of Employment		Date of Evaluation	
Rating Period		Evaluation Date	
	to		

### PERFORMANCE SCALE

Inferior			Adequate			Excellent			Superior
1	2	3	4	5	6	7	8	9	10

### SCORE

<b>1. Dependability:</b>	
Comments:	I
<b>2. Role Modeling:</b>	
Comments:	
<b>3. Use of Effective Approval/Disapproval</b>	
Comments:	
<b>4. Adheres to Procedures</b>	
Comments:	
<b>5. Position Knowledge</b>	
Comments:	
<b>6. Dealing with Demanding Situations:</b>	
Comments:	
<b>7. Professional Development:</b>	
Comments:	
<b>8. Team Player:</b>	
Comments:	
<b>9. Organization:</b>	
Comments:	
<b>10. Initiative:</b>	
Comments:	
<b>11. Attendance:</b>	
Comments:	
<b>12. Communication Skills:</b>	
Comments:	

<b>Employee Strengths:</b>	
<b>Specific Areas for Improvement:</b>	
<b>Action Plan (scores 3 or lower):</b>	
<b>Executive Director Comments:</b>	
<b>Employee Comments:</b>	

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.

<b>Employee:</b>		<b>Date</b>	
<b>Supervisor:</b>		<b>Date</b>	
<b>Executive Director:</b>		<b>Date</b>	