OCM BOCES PERFORMANCE EVALUTION FOR OPERATIONS AND MAINTENANCE DEPARTMENT STAFF

NAME: EVALUATION DATE: DATE OF HIRE:	TITLE: DEPARTMENT: SUPERVISOR:		
COMBO: Provisional:			
Probationary: Permanent: KEY:			

E=Performance consistently exceeds expectations

C=Performance consistently meets expectations and in some cases surpasses expectations

M=Meets expectations

P=Performance partially meet expectations, and in some cases, does not meet expectations

D= Performance does not meet minimal expectations

orks in team environment or independently with minimal supervision llows through / follows up on work assignments	AREA OF WORK					E	С	М	Р	D
orks in team environment or independently with minimal supervision llows through / follows up on work assignments				es and proced	dures					
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eks out new and better ways to improve processes	Checks email and electronic workorders on a regular basis									
	Communicates with tact, diplomacy, and professionalism									
ans tasks for breaks/recesses and ensures successful completion	Seeks out new and better ways to improve processes									
	Plans tasks for breaks/recesses and ensures successful completion									

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Suggestions, comments, and/or concerns (any area marked as P or D	should have a comment or suggestion for improvement):
	If more space is needed attach an additional page
EMPLOYEE COMMENTS:	
What skills and or training do you need?	
Employee's Goals:	
Date of next review:	
Employee Signature:	Date:
Evaluator's Signature:	Date: