

Model ID: _____

Performance Evaluation System
 State of New Jersey
 Department of _____

Rating Cycle: _____

Ratee Name:	CWID:	Title:	Unit/Location:
Rater Name:		Title:	Unit/Location:

Major Goals of the Unit/Work Group

Major Goals of the Ratee

Rater Instructions: The Individual Job Responsibilities should be statements of broad, general duties that must be accomplished to achieve the unit’s purpose or objective. Additional Individual Job Responsibilities may be added, if applicable.

Note: To obtain an overall interim/final percentage, divide the number of PASSING Individual Job Responsibilities and Universal Performance Factors by the TOTAL NUMBER of Individual Job Responsibilities and Universal Performance Factors. **The Ratee must PASS 70% of all Individual Job Responsibilities and Universal Performance Factors in order to achieve a Satisfactory rating.**

Job Expectations and Evaluation

Individual Job Responsibilities	Standards for Satisfactory Performance Statement of conditions that exist when a job has been completed at the satisfactory level.	Interim		Final	
		Pass	Fail	Pass	Fail
1.					
2.					
3.					
4.					
5.					

Universal Performance Factors	Examples of Satisfactory Performance	Interim		Final	
		Pass	Fail	Pass	Fail
<p><u>Accountability</u> Accepts responsibility for taking action, follows through on commitments; acknowledges and learns from mistakes without blaming others; self reliant when necessary.</p>	<ul style="list-style-type: none"> ○ Accepts responsibility for all work activities and behavior ○ Implements decisions that have been agreed upon ○ Acknowledges and learns from mistakes ○ Performs tasks as promised ○ Meets deadlines ○ Follows policies and procedures <ul style="list-style-type: none"> ○ PES ○ Work Orders are created or requested as necessary ○ Dress code (wears the appropriate uniform everyday) ○ Seeks solutions not excuses 				

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Universal Performance Factors	Examples of Satisfactory Performance	Interim		Final	
		Pass	Fail	Pass	Fail
<p><u>Communication Skills</u> Clearly and concisely conveys verbal, non-verbal, or written information and ideas to others and ensures that they understand the message; actively listens to others; shares information in a timely manner using the most appropriate method; presents information in an organized fashion; projects confidence; expresses views openly, honestly and with tact.</p>	<ul style="list-style-type: none"> ○ Provides accurate, organized, timely and complete information ○ Utilizes appropriate communication tool based on the information to be conveyed ○ Is receptive to the ideas of others ○ Uses appropriate tone, body language when interacting with others ○ Uses correct spelling and grammar in written correspondence ○ Listens effectively ○ Asks questions for clarity when appropriate ○ Regularly contributes to group discussions 				
<p><u>Customer Focus</u> Makes customers and their needs are the primary focus of one's actions; develops and sustains productive customer relationships; listens carefully to customer inquiries and requests; acts professionally and calmly at all times when dealing with customers; maintains an open mind when considering customer requests; follows through on commitments; verifies customer satisfaction with outcomes in accordance with agreements, standards or protocols.</p>	<ul style="list-style-type: none"> ○ Openly receives feedback on customer service ○ Listens to customer needs and does what is required to service customers ○ Takes into consideration how actions or plans will affect customers and accommodates as necessary ○ Offers alternatives to situations and changes direction to better meet customer needs ○ Meets or exceeds customer expectations by providing accurate, timely and complete information ○ Adheres to time frames 				
<p><u>Team Player</u> Works effectively with others; takes time to understand how their actions impact others; is dependable and reliable for their team mates; effectively deals with conflict when it arises; accepts differences in styles and approaches and works to find productive ways to work with others</p>	<ul style="list-style-type: none"> ○ Works effectively with others ○ Is dependable and reliable for their teammates ○ Makes appropriate decisions taking impact on others into consideration ○ Willing to share ideas ○ Works effectively across other Facilities teams ○ Willing to let others take the lead when appropriate ○ Supports co-workers, managers and supervisors in decision making ○ Shares information with co-workers, supervisors and other shifts ○ Handles conflict effectively 				

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		Pass	Fail	Pass	Fail
<p><u>Initiative</u> Identifies what needs to be done and does it before being asked or before the situation requires action</p>	<ul style="list-style-type: none"> ○ Provides ongoing status and updates of work underway ○ Meets the needs of the customer (as appropriate)- even if outside of the task being performed ○ When seeing something wrong, reports it immediately for resolution ○ Flexible within the mission and goals of the Division of University Facilities ○ Looks for solutions not problems ○ Is creative in solving problems encountered ○ Seeks out other assignments when tasks are completed ○ Seeks feedback from customers and others ○ Shows up ready to work 				
<p><u>Workplace Safety</u> Ensures safety by maintaining a safe and secure work environment for self and others in the performance of job functions and the delivery of services</p>	<ul style="list-style-type: none"> ○ Takes specific steps to demonstrate safe work practices ○ Anticipates safety issues and takes action to alleviate before problems occur ○ Regularly demonstrates compliance with safety requirement ○ Understands and applies all safety procedures when using tools and equipment ○ Accepts responsibility for correcting safety hazards ○ Personally follows all safety rules and procedures ○ Attends all required safety training sessions 				
<p><u>Professional and Personal Effectiveness</u> Interacts with others in a way that gives them confidence in one’s intentions: makes self available to others; acts in a manner that encourages others to approach with questions, concerns or requests for support; understands one’s impact on others; acts as a role model; stays current in terms of professional development.</p>	<ul style="list-style-type: none"> ○ Treats others with respect, trust and dignity ○ Acts in a manner that encourages others to approach with questions, issues or concerns ○ Works well with others by being considerate of the needs and feelings of each individual ○ Promotes a productive culture by valuing individuals and their contributions ○ Recognizes the validity of opposing viewpoints and does not act defensively ○ Attacks the problem and not the person in conflict situations ○ Never uses threatening words or body language in conflict situations 				

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Universal Performance Factors	Examples of Satisfactory Performance	Interim		Final	
		Pass	Fail	Pass	Fail
<p><u>Technical Skills and Knowledge</u> Possesses, acquires and maintains the technical/professional expertise required to do the job effectively and to create customer solutions. Technical/professional knowledge is demonstrated through problem solving, and applying technical knowledge in the functional area in which one operates; continually updates skills and knowledge; applies technology effectively; is willing to learn about the use of technology; understands and adheres to rules, regulations and codes of ethics.</p>	<ul style="list-style-type: none"> o Knowledgeable of one's own technical area and service environment o Is fully proficient in all of the technical aspects of their job o Stays current with the latest advances in the field of expertise o Is willing to learn new technology o Troubleshoots basic technology problems and knows where to find assistance for complex problems 				

RATEE

I have reviewed and received a copy of this package and have had a face-to-face meeting with my supervisor on ___/___/___ (**Date**) to discuss the Major Goals of the Unit/Ratee, Individual Job Responsibilities, Standards for Satisfactory Performance, and Universal Performance Factors on which I will be rated. My signature indicates that I have been advised of these PES elements.

Ratee Signature _____ Date ___/___/___

I Agree Disagree with the elements of this PES.

Ratee Signature _____ Date ___/___/___

RATER

My signature indicates that I have reviewed these PES elements with the Ratee and provided a copy of this document.

Rater Signature _____ Print Rater Name _____ Date ___/___/___

REVIEWER

My signature indicates that I have conducted a quality review of this package.

Reviewer Signature _____ Print Reviewer Name _____ Date ___/___/___

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Ratee Name:	CWID:	Title:	Unit/Location:
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Significant Events:

Agree Disagree _____ Initials _____ Date

Agree Disagree _____ Initials _____ Date

Justification for Interim Evaluation:

Agree Disagree _____ Initials

Specific Areas Identified for Development:

Agree Disagree _____ Initials

Ratee Comments:



Interim Evaluation Rating

Satisfactory
Unsatisfactory

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Rater Name:		Title:	Unit/Location:

RATEE

I have reviewed and received a copy of this package and have had a face-to-face meeting with my supervisor on ___/___/___ (*Date*) to discuss the Interim Rating, Significant Events, Justification, and Development Plan. My signature indicates that I have been advised of my Interim Rating.

I Agree Disagree with the Interim Rating.

Ratee Signature _____ Date ___/___/___

RATER

My signature indicates that I have noted the Ratee's positions and have provided a copy of this document.

Rater Signature _____ Print Rater Name _____ Date ___/___/___

REVIEWER

My signature indicates that I have conducted a quality review of the Interim Rating, Justification, and Development Plan.

Reviewer Signature _____ Print Reviewer Name _____ Date ___/___/___

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Ratee Name:	CWID:	Title:	Unit/Location:
Rater Name:		Title:	Unit/Location:

Significant Events:							
<input type="checkbox"/>	Agree	<input type="checkbox"/>	Disagree	_____	Initials	_____	Date
<input type="checkbox"/>	Agree	<input type="checkbox"/>	Disagree	_____	Initials	_____	Date

Justification for Final Evaluation:					
<input type="checkbox"/>	Agree	<input type="checkbox"/>	Disagree	_____	Initials

Specific Areas Identified for Development:					
<input type="checkbox"/>	Agree	<input type="checkbox"/>	Disagree	_____	Initials

Ratee Comments:			



Final Evaluation Rating

Satisfactory
Unsatisfactory

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RATEE

I have reviewed and received a copy of this package and have had a face-to-face meeting with my supervisor on ___/___/___ (*Date*) to discuss the Final Rating, Significant Events, Justification, and Development Plan. My signature indicates that I have been advised of my Final Rating.

I Agree Disagree with the Final Rating.

Ratee Signature _____ Date ___/___/___

RATER

My signature indicates that I have noted the Ratee's positions and have provided a copy of this document.

Rater Signature _____ Print Rater Name _____ Date ___/___/___

REVIEWER

My signature indicates that I have conducted a quality review of the Final Rating, Justification, and Development Plan.

Reviewer Signature _____ Print Reviewer Name _____ Date ___/___/___