

COACHING FOR SUCCESS

Performance Standards

Performance Period:

30 days from _____ to _____
 6 months from _____ to _____
 12 months from _____ to _____

Employee: _____

Position: _____

Average hours per week: _____

Evaluator: _____

Date attended last program: _____

Evaluator's Position: _____

Date of last review: _____

(New managers should be evaluated after 30 days; experienced managers every six months)

Instructions: In every category circle the number for the statement that best describes the behavior or attitude of this employee.

Section I:

| | |
|---|------------------------|
| <p>Behavior:</p> <p>1 Hostile to employees 2 Annoyed by employees, but effective 3 Positive, helpful, confident, and fast</p> | <p>Comments</p> |
| <p>Awareness of team needs:</p> <p>1 Shows little concern 2 Takes steps to try to improve 3 Consistently improving performance</p> | <p>Comments</p> |
| <p>Sincerity of Motives:</p> <p>1 Pays little attention to team projects/tasks 2 Shows some concern and sincerity 3 Displays commitment to quality</p> | <p>Comments</p> |
| <p>Accountability:</p> <p>1 Blames other team members for deficiencies 2 Usually takes responsibility for team performance 3 Consistently accountable for the quality and delivery of all projects and tasks</p> | <p>Comments</p> |
| <p>Empowerment:</p> <p>1 Rarely makes decisions 2 Makes demands of team members 3 Consistently makes informed and collaborative decisions that benefit a project or task</p> | <p>Comments</p> |

Subtotal

Section II:

| | |
|--|------------------------|
| <p>Awareness of Individual Job Importance:</p> <ul style="list-style-type: none"> 1 Shows little concern for the job that some team members perform 2 Somewhat unsure of significance of everyone's role on the team 3 Values every member and every role on the team | <p>Comments</p> |
| <p>Overcome Impediments:</p> <ul style="list-style-type: none"> 1 Barriers easily derail the entire team 2 Has some success overcoming impediments 3 Consistently able to avoid difficulties and overcomes those that do get in the way | <p>Comments</p> |
| <p>Organizational Skills:</p> <ul style="list-style-type: none"> 1 Unorganized 2 Somewhat organized, but often inefficient 3 Exhibits helpful organizational skills built on logic and understanding | <p>Comments</p> |
| <p>Identifies Opportunities for Improvement:</p> <ul style="list-style-type: none"> 1 Maintains a stagnant team 2 Occasionally sees opportunities for improvement and reorganization 3 Consistently recognized for quality improvements and performance | <p>Comments</p> |
| <p>Staying Informed:</p> <ul style="list-style-type: none"> 1 Does not know new company policies that could affect the performance of the team 2 Knows some new company information, but is often unsure of its impact 3 Stays very informed and up-to-date with company policy, information, and team's place within it | <p>Comments</p> |
| <p>Displays Trust in Team</p> <ul style="list-style-type: none"> 1 Shows a complete lack of trust 2 Shows some trust, but hard earned 3 Displays complete trust and allows team members to make informed decisions | <p>Comments</p> |
| <p>Delegates Authority:</p> <ul style="list-style-type: none"> 1 Never delegated authority 2 Sometimes delegates authority 3 Always delegates authority when needed | <p>Comments</p> |

Subtotal

Section III:

| | |
|--|------------------------|
| <p>Quality of Team Performance: 1 At or below minimum requirements 2 Generally good performance; strives for improvement 3 Fast, efficient, and reliable</p> | <p>Comments</p> |
| <p>Team's Ability to Handle Complications: 1 Team members are easily frustrated; make little to no attempt to handle problems 2 Attempt to handle situations 3 Usually succeed in solving problems</p> | <p>Comments</p> |
| <p>Team Over Delivers on Expectations: 1 Rarely meets expectations 2 Consistently meets expectations 3 Routinely over delivers and exceeds expectations</p> | <p>Comments</p> |
| <p>Team's Ability to Perform Under Stress: 1 Unable to perform under pressure 2 Requires support from other teams 3 Independently able to recover and readjust workflow</p> | <p>Comments</p> |
| <p>Ability to Satisfy the Demands of the Job: 1 Uncertain and hesitant in discovering needs of team members 2 Demonstrates good questioning and listening skills 3 Takes responsibility, works efficiently, and displays an expert understanding</p> | <p>Comments</p> |

Subtotal

Overall Assessment

Number of Points

Section I:

Section II:

Section III:

TOTAL
