

# WHCC Staff Evaluation for Sabra Gibson

## Staff Annual Performance Review



Staff evaluation for: Sabra Gibson

Your Name (Person completing this evaluation): \*

First Last

Your Phone

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Your Email

For each statement (in the left column): Please rate the following statements by selecting one of the evaluations (in the right column)

Job Knowledge/Competency:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<b>Demonstrates knowledge of field</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Understands expectations for position</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<b>Maintains technical and technological skills necessary to be effective</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Adheres to job policies &amp; procedures</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Job Knowledge/Competency:

Job Effectiveness:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<b>Achieves or surpasses expected outcomes and productivity</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Demonstrates personal responsibility and initiative</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Completes responsibilities in a thorough, accurate and timely manner</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Properly uses budget and human/material resources</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Adapts to changing or competing priorities &amp; demands</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Demonstrates personal responsibility and initiative</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Job Effectiveness:

Planning & Decision Making:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<b>Establishes clear objectives and priorities, Organizational   Organizes work accordingly</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Proactively identifies problems and formulates solutions</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Demonstrates sound judgement and follow through</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Seeks clarity, guidance and input at appropriate intervals</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Planning & Decision Making:

Communication & Interpersonal Skills:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<b>Effectively conveys information and ideas both orally and in writing</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Listens carefully and seeks clarification to ensure understanding</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<b>Engenders trust and confidence of others</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Helps foster inclusive, respectful organization and environment</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Communication & Interpersonal Skills:

Teamwork & Collaboration:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<b>Works positively and proactively with internal staff &amp; external partners/constituents</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Shares information and resources to promote collaboration - seeks to learn from others</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Demonstrates flexibility and compromise as circumstances require</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Teamwork & Collaboration:

Leadership (if appropriate):

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<b>Communicates clear vision and expectations</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Identifies opportunities for individuals/team/organization to capitalize on strengths and to grow ; Provides specific, continuous feedback</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Demonstrates effectiveness in coaching and mentoring others</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Serves as role model and nurtures cohesive, high-functioning team/organization</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Comments on Leadership (if appropriate):

Overall Summary of Performance:

	Improvement Needed	Meets Expectations	Exceeds Expectations	Far Exceeds Expectations
<b>Summary of accomplishments and contributions for the review period</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<b>Overall assessment of job performance relative to prior goals and development opportunities</b>	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Goals and Actions for Next Evaluation Period:

Identify goals and development/training activities for next review period:

