

# Job Coaching

Employee Name \_\_\_\_\_

Position Title \_\_\_\_\_

Period Covered \_\_\_\_\_

## Job Function Evaluation Standards

<b>5</b>	<b>Outstanding</b>	Performance is superior on a consistent and sustained basis
<b>4</b>	<b>Commendable</b>	Performance frequently exceeds normal job requirements and expectations
<b>3</b>	<b>Acceptable</b>	Performance meets position requirements and expectations.
<b>2</b>	<b>Needs Improvement</b>	Performance meets some position requirements, objectives and expectations
<b>1</b>	<b>Unsatisfactory</b>	Performance does not meet position requirements, objectives and expectations
<b>0</b>	<b>Not Applicable</b>	Criteria does not apply to this position

## Skills and Functions

**Functional Rating**

### **Administrative and Organization Skills**

• paperwork • creativity and innovation • guiding and motivating • organizational skills • problem analysis/decision making


### **Career Development Skills**

• technical proficiency • meeting commitment • advancement potential • professional accountability • computer applications


### **Communication Skills**

• listens • seeks input • written and oral communications • public presentation


### **Team Building Skills**

• approachable • fair • honest • dependable • respect • loyal


### **Leadership Skills**

• sets goals • visionary • involves others • takes action • delegates effectively • acts as a role model




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# Projects and Goals

List new projects handled during the year:

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Follow-up on last year's goals:

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Suggestions for Professional Development:

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Goals for next year:

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Supervisor's Signature

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Date

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Supervisor's Signature

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Date

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