

APPENDIX 22

EMPLOYER SERVICES PERFORMANCE APPRAISAL

Business Consultants

Employee's Name:
Location:
Type of Review:
<input checked="" type="radio"/> Mid-Year Review <input type="radio"/> End-of-Year Review

Supervisor:
Date:

INSTRUCTIONS:

Please respond to each item by placing an "X" in the appropriate column using the following scale:

0 = Does Not Meet 1 = Meets 2 = Exceeds

Please provide comments in all areas. Avoid using symbols such as % or \$.

A. One-on-One Competencies

External Relationships

	0	1	2
a. Maintains communication with all employers in need of service.			
b. Listens to what customers say they want and need and responds appropriately.			
c. Successfully networks with area organizations and other groups.			
d. Treats every customer as the most valued customer.			
e. Follows up and follows through with employers			
TOTAL:	0.00		

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Internal Relationships

	0	1	2
a. Maintains professional relationships with ESD staff.			
b. Maintains professional relationships with RSD staff.			
c. Builds rapport and trust with others.			
d. Displays integrity by following through on commitments.			
TOTAL:	0.00		

Comments:

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Labor Market Intelligence

	0	1	2
a. Provides RS and ES staff current, real-time labor market information.			
b. Is well-versed in current labor market trends.			
c. Gathers labor market information from a variety of sources.			
d. Analyzes labor market information for relevance and applicability.			
TOTAL:	0.00		

Comments:

Communication and Services to Priority Employers

	0	1	2
a. Has had 3 contacts with employer over the last 3 months.			
b. Consistently communicates with between 80 and 89% of priority accounts.			
c. Understands employer's needs.			
d. Has provided at least one of 8 possible services in the last 3 months to 30% of priority employers.			
e. Consistently provides services to between 80 and 89% of priority accounts (50 - 59% at mid-year).			
TOTAL:	0.00		

Comments:

Documentation

	0	1	2
a. Promptly provides required documentation on services and activities.			
b. Documents in a manner that allows others to easily see activities.			
TOTAL:	0.00		

Comments:

TOTAL FOR SECTION A:**0.00**

B. Fill Rate

Fill Rate

Fill rate is assessed based on the following scale:

22.0% and above - Exceeds 20.0% - 21.9% - Meets 19.9% and below - Does not Meet

Individuals can only be rated as meets or exceeds when they meet the criteria stated above and when the Career Office fill rate is 17% or above. In the event that the Career Office fill rate is below 17%, the individual will be rated as "Does not Meet".

Career Office Fill Rate:

Number of Postings Filled During Evaluation Period:

Number of Postings Assigned During Evaluation Period:

Percent Reached: #DIV/0!

Overall Result: 0

Comments:

TOTAL FOR SECTION B:

0

C. Customer Satisfaction

Customer Satisfaction

Customer Satisfaction is assessed based on the following scale:

3.99 and above - Exceeds 3.86 - 3.98 - Meets 3.85 and below - Does not Meet

Average Customer Satisfaction Rating

Overall Result: 0

Comments:

TOTAL FOR SECTION C:

0

SUMMARY PAGE

One-on-One Competencies (Section A)	0.00
Fill Rate (Section B)	0.00
Customer Satisfaction (Section C)	0.00

DOES NOT MEET
DOES NOT MEET
DOES NOT MEET

BONUS AMOUNT: \$0.00

Additional Comments (Supervisor):

Employee's Comments (Optional):

Employee Acknowledgment:

I have read and understand this performance review. I have had the opportunity to discuss this review with my supervisor and I have entered any comments I felt were appropriate in the space above. I understand that I have the option of filing a written rebuttal to the review within the next 15 days unless this review is conducted during my initial employment period. I understand that this document is not a contract guaranteeing employment for any period of time and that I continue as an at-will employee. My signature indicates only that I have read the review and that I have received a copy of this evaluation. My signature does not necessarily indicate that I agree with its content.

Employee's Signature

Manager's Signature

Date