

APPENDIX 23

EMPLOYER SERVICES PERFORMANCE APPRAISAL

Staffing Specialists

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

Ability to Address Employers' Needs

	0	1	2
a. Anticipates and understands employers' needs.			
b. Fulfills employers' needs through The WorkSource resources when possible.			
c. Employs unique methods to fulfill employers' needs when necessary.			
d. Communicates regularly with Resident Services staff to fill job postings with qualified candidates			
TOTAL:	0.00		

Comments:

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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 personal commitments.			
TOTAL:	0.00		

Comments:

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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		

Comments:

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Documentation

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

Comments:

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TOTAL FOR SECTION A:	0.00
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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:	
Total Number of Postings During Evaluation Period:	

Percent Reached:	#DIV/0!
Overall Result:	0

Comments:

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TOTAL FOR SECTION B: 0

C. Follow Up

Follow Up

Follow Up Rating	
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Overall Result:	0
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Comments:

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TOTAL FOR SECTION C: 0

SUMMARY PAGE

One-on-One Competencies (Section A)	0.00	DOES NOT MEET
Fill Rate (Section B)	0.00	DOES NOT MEET
Follow Up (Section C)	0.00	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