

Flex Eval

Employee Performance Review

Employee: Jason Matthews

Manager: Heather Jacobs

Please Rate Jason Matthews across each of the following Values:

Dedication

1. **Attendance and Punctuality:** Includes dependability. Employee is present at work and on time. Absences are properly scheduled and not excessive.
2. **Dependability:** Includes the extent to which the employee completes assignments on time and carries out instructions.
3. **Flexibility:** Includes performance under pressure and ability to adjust to unexpected changes in work demands to meet timetables. Is willing to learn new systems, cross-train and help where needed.
4. **Knowledge of Work:** Understands assigned duties and responsibilities. Establishes priorities and uses appropriate resources, procedures, and materials for assigned work.
5. **Planning and Organization:** Includes the ability to establish and manage work priorities and efficiently allocate time and resources appropriately

Please provide feedback on the employee's Dedication and provide additional details on your ratings above

Passion

6. **Problem Solving:** Includes the degree to which the employee identifies problems, secures relevant information, and implements solutions.
7. **Initiative:** Includes the extent to which the employee sets own constructive work practices, and suggests and implements improves work methods. Proactive vs Reactive.
8. **Attitude:** Displays a positive can-do attitude towards work and work-related challenges
9. **Grit:** Willingness to overcome adversity or endure hardship for the sake of what we care about. (Grit is defined as an individual's perseverance of effort combined with passion for a particular long-term goal.)

Please provide feedback on the employee's Passion and provide additional details on your ratings above

Teamwork

10. **Teamwork:** Works cooperatively in the delivery of services, training, and unconditional support. Consider how the employee gets along with others, offers help, avoids gossip/negativity.
11. **Working Relationship with Manager (Supervisor):** Responds in a positive manner to management direction and feedback. Follows chain of command.
12. **Leadership:** Effectively accomplishes work through others. Inspires confidence in subordinates and / or peers. Provides clear direction, communicates constructive feedback (if applicable), and recognizes and resolves problems. Takes initiative without being asked or required in order to improve performance, processes, and the company goals.
13. **Interpersonal Relations:** Includes the extent to which the employee is cooperative and tactful in dealing with supervisors, subordinates, and peers.

Please provide feedback on the employee's Teamwork and provide additional details on your ratings above

Excellence

14. **Customer Service:** Responsive, respectful, and courteous to internal and external clients and fellow employees. Looks for ways to meet the needs of the people they serve. Demonstrates good listening skills.
15. **Quality of Work:** Includes accuracy, thoroughness, and effectiveness.
16. **Quantity of Work:** Includes the extent to which the employee completes assignments within specified time limits, and ability to handle multiple assignments.
17. **Communication:** Includes ability to effectively express self in individual and group situations, with verb and non verbal messages that are clear, concise, and easily understood. Listens carefully to others. Promotes a sense of urgency. This means the importance of acting promptly, decisively, and without delay

Please provide feedback on the employee's Excellence and provide additional details on your ratings above

Integrity

18. **Work Rules, Policies, and Required Training:** Follows work rules and company policies and practices. Meets dress code standards. Completes required safety training.
19. **Organizational Values:** Embodies and supports through words and actions the social and business mission of COMPANY. Look for ways to meet the needs of the clients COMPANY serves. Demonstrate honesty and integrity in their role
20. **Safety Compliance:** Includes the degree to which the employee complies with company safety guidelines
21. **Responsibility:** Takes responsibility for actions without placing blame. Adheres to moral and ethical principles in all situations.

Please provide feedback on the employee's Excellence and provide additional details on your ratings above

Organizational Review

Employee: Jason Matthews

Manager: Heather Jacobs

Note: The following results will not be shared with employees and will only be used for reporting purposes.

1. Based on your assessments, are any actions required for Jason Matthews?

- Yes - Positive Performance: _____
- Yes - Negative Performance: _____
- No Action Required

2. Are there any Reasons for Caution? (declined for promotion, requested raise, negative attitude, etc.)

- Yes: _____
- No

3. Please provide your perception of Jason Matthews's current level of ENGAGEMENT:

Not at Fully
All Engaged 0 1 2 3 4 5 6 7 8 9 10 Engaged

4. Please indicate if ANY of the following are applicable:

- Influencer employee** – Employee who influences others on the team; someone who can positively or negatively impact the way external or internal audiences view, interact, or form opinions
- Critical employee** – Employee, who, if he/she were to leave it would have a significant negative impact on the organization's ability to conduct normal business.
- High-potential employee (HIPO)** – Employee who has the ability, engagement, and aspiration to rise to and succeed in more senior, critical positions
- Promotable employee** – Employee who is ready to be promoted or has the potential to be promoted
- Placement issue** – Employee who is not succeeding in his/her current role
- New in Role** – Too soon to evaluate employee, require follow up in future
- None of the above