

# Employee performance evaluation

Evaluation period:

☐ Probation

☒ Annual

Employee name: Robert Rivest

Evaluation completed by: Gibs Bastien

Current position: Lead Developer

Date of evaluation: 2024-03-20

## Legend

1. Unsatisfactory Performance: Consistently fails to meet minimum position requirements
2. Opportunity for Improvement: Meets some, but not all position requirements
3. Meets Expectations: Consistently meets position requirements
4. Exceeds Expectations: Consistently superior and significantly exceeds position requirements

## Dependability.

Ability to follow through on commitments and meet desired outputs.

Sample behaviours:

1. **Unsatisfactory performance:** Lacks integrity and commitment to meeting deadlines and desired work outputs; frequently has incomplete tasks on a daily basis; frequently late for scheduled meetings and shifts.
2. **Opportunity for improvement:** Demonstrates a minimal level of integrity and delivers inconsistent results where work frequently needs to be reviewed; occasionally has incomplete tasks on a daily basis; occasionally late for scheduled shifts or meetings.
3. **Meets Expectations:** Demonstrates a moderate level of integrity and consistently meets desired work outputs along with on-time delivery of results; completes required tasks on a daily basis; arrives on time for scheduled shifts or meetings.
4. **Exceeds Expectations:** Demonstrates a high level of integrity and frequently exceeds desired work outputs and delivers results prior to deadlines; frequently completes more than required on a daily basis; always arrives on time or early for scheduled shifts or meetings.

Dependability rating: 3

## Work performance.

The quality and quantity of work produced.

Sample behaviours:

1. **Unsatisfactory performance:** Lack of knowledge and awareness of the role through the poor execution of assigned tasks; lacks accountability for assigned tasks; requires frequent supervision.
2. **Opportunity for improvement:** Demonstrates minimal knowledge and awareness of the role through inconsistent execution of assigned tasks; demonstrates some accountability for assigned tasks; requires moderate supervision.
3. **Meets Expectations:** Consistently demonstrates knowledge and awareness of the role through the execution of assigned tasks; takes responsibility for the quality and timeliness of assigned tasks; requires minimal supervision.
4. **Exceeds Expectations:** Demonstrates above average knowledge and awareness of the role through the superior execution of assigned tasks; takes ownership of assigned tasks and accepts feedback to improve performance; requires little to no supervision.

Work performance rating: 3

## Cooperativeness.

Working with others.

Sample behaviours:

1. **Unsatisfactory performance:** Frequently works independently without engaging with the team to achieve organizational goals; lacks willingness to share work knowledge, new ideas and/or best practices with the team.
2. **Opportunity for improvement:** Consistently works independently without engaging with the team to achieve organizational goals; occasionally shares work knowledge, new ideas and/or best practices with the team.
3. **Meets Expectations:** Able to work independently but is committed to working in a team to achieve organizational goals; demonstrates a willingness to share work knowledge, new ideas and best practices to enhance team productivity.
4. **Exceeds Expectations:** Works well independently, with the team and all levels of the organization to achieve organizational goals; always willing to share work knowledge, new ideas and/or best practices to enhance team productivity.

Cooperativeness rating: 3

## Communication.

Giving and receiving information.

Sample behaviours:

1. **Unsatisfactory performance:** Demonstrates difficulty communicating to others clearly and concisely; frequently provides feedback in an untimely manner; apprehensive about accepting feedback from others.
2. **Opportunity for improvement:** Communicates with team members and management about less complex issues; communication often requires clarification to be understood by others; inconsistent with providing feedback in a timely manner.
3. **Meets Expectations:** Consistently communicates effectively with team members and management to clearly and concisely explain complex issues; provides feedback in a timely manner; accepts feedback from others.
4. **Exceeds Expectations:** Always communicates effectively with all levels of the organization in a clear and concise manner to explain complex issues; actively listens to others and provides prompt constructive feedback; actively solicits feedback from others to improve work performance.

Communication rating: 3

## Adaptability.

Adjusting to change.

Sample behaviours:

1. **Unsatisfactory performance:** Requires direct supervision, even for mundane and daily tasks; unable to think independently or deal with unexpected occurrences; apprehensive when working with others who have a different approach to situations; resistant to change.
2. **Opportunity for improvement:** Confident in mundane and daily tasks, but hesitant when approaching unexpected tasks; adapts well to small changes, but struggles when there is a larger issue that affects the whole office or department; shows reluctance when asked to take over tasks assigned to others.
3. **Meets Expectations:** Adjusts well to changes in the workplace; handles unexpected occurrences and events with ease; embraces working with others with different approaches; readily pushes aside daily tasks to respond to emerging unexpected issues.
4. **Exceeds Expectations:** Easily adjusts priorities, activities, and attitude to meet new deadlines; anticipates and responds with enthusiasm to new challenges; keeps an open mind and shows willingness to learn new methods, procedures, and techniques; encourages others to keep calm during stressful times.

Adaptability rating: 3

## Problem solving.

Thinking on the job.

Sample behaviours:

1. **Unsatisfactory performance:** Defers to others to solve problems and lacks the ability to create solutions; unwilling to work with others to solve problems; difficulty with articulating issues to the team.
2. **Opportunity for improvement:** Frequently defers to others to solve problems but demonstrates some ability to provide solutions to less complex problems; focuses on smaller issues without consideration for overall team or organizational objectives.
3. **Meets Expectations:** Takes a practical approach to solving problems and is able to offer workable solutions to broader range issues; open-minded to accepting contributions of others; able to comprehensively articulate issues to the team.
4. **Exceeds Expectations:** Takes a practical and pro-active approach to problem solving and is able to offer creative solutions to complex problems; seeks to work with others to create solutions that benefit the entire team and organization; able to comprehensively articulate issues and solutions to all levels of the organization; takes responsibility for outcomes of actions taken to solve a problem.

Problem solving rating: 4

## Leadership.

Respect. Integrity. Courage. Honesty. Humility.

Sample behaviours:

1. **Unsatisfactory performance:** Often dictates to others rather than involving them in decision making; assumes others should know what to do and how to do it with little or no training; frequently becomes impatient when things aren't done their way; undercuts teamwork by giving preferential treatment.
2. **Opportunity for improvement:** Rarely breaks projects down into smaller, more manageable tasks and leaves the team overwhelmed; frequent improper prioritization which confuses and frustrates other team members; occasionally throws team members under the bus and makes excuses rather than owning up to mistakes.
3. **Meets Expectations:** Consistently emphasizes the importance of teamwork and personal goals through example; actively generates a positive and measurable outcome; sets high expectations for team members to challenge and promote creative thinking; motivates and encourages team members to take responsibility for their performance; contributes to a positive company culture of reliability and leadership.
4. **Exceeds Expectations:** Frequently structures smaller tasks and assignments to further strengthen teamwork among members; always exhibits a winning attitude among the team and encourages them to view challenges differently; treats all co-workers with respect, making them feel valuable to the team and organization.

Leadership rating: 3

## Overall performance.

Comments:

Bob enjoys taking on new and challenging tasks.

He is always looking to learn new things.

Bob is very consistent at login his work, I never have to ask him to get caught up.

I can always count on Bob to take on bug tickets. If there isn't enough information in the ticket, he will reach out to the appropriate person to get what he needs instead of asking me or helpdesk to do it. And he will see the ticket to the end. I don't think he realizes how important this is. And I know how much he likes to mark a ticket as 'Done'!

Bob can get distracted during some meetings. He works on other things and doesn't pay full attention which can lead to him asking questions that were already discussed and answered.

Once Bob starts talking it is sometimes hard for other people to speak.

Overall performance rating: 3.2

## Employee development goals.

Comments:

Continue learning Angular.

Continue learning Infragistics.

## Employee goals.

Comments:

To be a positive influence on the Company.

To work on my meeting habits.

To work with Future Technologies regarding Sofvie (R&D).

Possibly work on being a DevOps backup.

## Evaluation feedback.

Comments:

Evaluation was good and fair and well thought-out.

## Confirmation of understanding and completion.

Sign below upon completion of performance evaluation.

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*Employee signature*



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*Reviewer signature*