

**Bolinas Community Public Utility District  
Employee Evaluation**

**Date** \_\_\_\_\_

**Evaluating Supervisor** \_\_\_\_\_

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

**Job Title** \_\_\_\_\_

**I. Responsibilities: Summarize major responsibilities and specific objectives.**

**II. Results: Describe specific accomplishments or changes since last review.**

**III. Job Performance Factors:**

**A. Technical Competence / Job Knowledge**

Demonstrates the skills needed to perform the job. Understands the work environment, the job requirements, and the customer needs.

Completes assignments with minimum direction.

\_\_\_\_\_ Meets or exceeds an acceptable level of performance

\_\_\_\_\_ Needs attention

\_\_\_\_\_ Unacceptable

**B. Quality**

Demonstrates a commitment to quality and the quality process.

Completes assignments in an accurate and thorough manner.

Produces work that meets standards.

\_\_\_\_\_ Meets or exceeds an acceptable level of performance

\_\_\_\_\_ Needs attention

\_\_\_\_\_ Unacceptable

- C. Productivity**  
Organizes work activities to improve results. Uses resources efficiently and effectively.  
\_\_\_\_\_ Meets or exceeds an acceptable level of performance  
\_\_\_\_\_ Needs attention  
\_\_\_\_\_ Unacceptable
- D. Dependability**  
Completes assigned tasks. Meets schedules and other time commitments. (Include comments on attendance if appropriate.)  
\_\_\_\_\_ Meets or exceeds an acceptable level of performance  
\_\_\_\_\_ Needs attention  
\_\_\_\_\_ Unacceptable
- E. Teamwork**  
Establishes and maintains cooperative and productive work relationships with all employees.  
\_\_\_\_\_ Meets or exceeds an acceptable level of performance  
\_\_\_\_\_ Needs attention  
\_\_\_\_\_ Unacceptable
- F. Judgment**  
Demonstrates ability to make well-reasoned and timely decisions that favorably affect work performance.  
\_\_\_\_\_ Meets or exceeds an acceptable level of performance  
\_\_\_\_\_ Needs attention  
\_\_\_\_\_ Unacceptable
- G. Business & Public Relations**  
Responds actively and sensitively to the needs of the BCPUD and its customers.  
\_\_\_\_\_ Meets or exceeds an acceptable level of performance  
\_\_\_\_\_ Needs attention  
\_\_\_\_\_ Unacceptable

**H. Initiative**

Demonstrates ability to think and act effectively. Originates new ideas and creative methods to improve the job or to complete assigned tasks.

\_\_\_\_\_ Meets or exceeds an acceptable level of performance

\_\_\_\_\_ Needs attention

\_\_\_\_\_ Unacceptable

**I. Work Environment and Safety**

Maintains a safe and pleasant work environment, follows safety regulations and actively contributes to work safety. Maintains and cares for equipment.

\_\_\_\_\_ Meets or exceeds an acceptable level of performance

\_\_\_\_\_ Needs attention

\_\_\_\_\_ Unacceptable

**J. Flexibility**

Responds favorably to changes in procedure, process, technology, responsibility, or assignment.

\_\_\_\_\_ Meets or exceeds an acceptable level of performance

\_\_\_\_\_ Needs attention

\_\_\_\_\_ Unacceptable

**K. Planning and Organization**

Coordinates resources, prioritizes activities, and establishes schedules to complete assignments. Ensures that plans are consistent with overall work group objectives.

\_\_\_\_\_ Meets or exceeds an acceptable level of performance

\_\_\_\_\_ Needs attention

\_\_\_\_\_ Unacceptable

**Performance Summary**

Summarize the employee's overall performance responsibilities, results and performance factors. Use other side of sheet if necessary.

**Bolinas Community Public Utility District  
Employee Self Evaluation**

**Date:**

**Employee Name:**

**Job Title:**

**I. Responsibilities: Summarize major responsibilities and specific objectives.**

**II. Results: Describe specific accomplishments or changes since last review.**

**III. Job Performance Factors:**

- A. Technical Competence / Job Knowledge**  
Demonstrates the skills needed to perform the job. Understands the work environment, the job requirements, and the customer needs. Completes assignments with minimum direction.
- \_\_\_\_\_ Meets or exceeds an acceptable level of performance  
\_\_\_\_\_ Needs attention  
\_\_\_\_\_ Unacceptable

- B. Quality**  
Demonstrates a commitment to quality and the quality process.  
Completes assignments in an accurate and thorough manner.  
Produces work that meets standards.  
 Meets or exceeds an acceptable level of performance  
 Needs attention  
 Unacceptable
- C. Productivity**  
Organizes work activities to improve results. Uses resources efficiently and effectively.  
 Meets or exceeds an acceptable level of performance  
 Needs attention  
 Unacceptable
- D. Dependability**  
Completes assigned tasks. Meets schedules and other time commitments. (Include comments on attendance if appropriate.)  
 Meets or exceeds an acceptable level of performance  
 Needs attention  
 Unacceptable
- E. Teamwork**  
Establishes and maintains cooperative and productive work relationships with all employees.  
 Meets or exceeds an acceptable level of performance  
 Needs attention  
 Unacceptable
- F. Judgment**  
Demonstrates ability to make well-reasoned and timely decisions that favorably affect work performance.  
 Meets or exceeds an acceptable level of performance  
 Needs attention  
 Unacceptable
- G. Business & Public Relations**  
Responds actively and sensitively to the needs of the BCPUD and its customers.  
 Meets or exceeds an acceptable level of performance  
 Needs attention  
 Unacceptable

**H. Initiative**

Demonstrates ability to think and act effectively. Originates new ideas and creative methods to improve the job or to complete assigned tasks.

\_\_\_\_\_ Meets or exceeds an acceptable level of performance

\_\_\_\_\_ Needs attention

\_\_\_\_\_ Unacceptable

**I. Work Environment and Safety**

Maintains a safe and pleasant work environment, follows safety regulations and actively contributes to work safety. Maintains and cares for equipment.

\_\_\_\_\_ Meets or exceeds an acceptable level of performance

\_\_\_\_\_ Needs attention

\_\_\_\_\_ Unacceptable

**J. Flexibility**

Responds favorably to changes in procedure, process, technology, responsibility, or assignment.

\_\_\_\_\_ Meets or exceeds an acceptable level of performance

\_\_\_\_\_ Needs attention

\_\_\_\_\_ Unacceptable

**K. Planning and Organization**

Coordinates resources, prioritizes activities, and establishes schedules to complete assignments. Ensures that plans are consistent with overall work group objectives.

\_\_\_\_\_ Meets or exceeds an acceptable level of performance

\_\_\_\_\_ Needs attention

\_\_\_\_\_ Unacceptable

**Performance Summary**

Summarize the employee's overall performance responsibilities, results and performance factors. Use other side of sheet if necessary. Also, discuss goals for the coming year.