|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  John Smith |  Senior Building Maintenance Worker | 9/1/13 – 8/31/14 |
| Rater: | Dept/Agency-Location: |
|  Steve Jones | Facilities/Ramapo College of New Jersey |

**SECTION 1- JOB EXPECTATIONS**

Major Goals of the Unit/Work Group

* Provide quality and courteous customer service in an efficient and timely fashion
* Achieve an accident free work environment
* Facilitate a cooperative, team-oriented and productive work environment among the work units, the unions and management
* Promote Environmental Leadership exemplified by Recycling and “Green” initiatives
* Keep all unit expenditures within budget constraints
* Proactively communicate with all stakeholders and provide prompt updates

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  John Smith |  Senior Building Maintenance Worker |  9/1/13 – 8/31/14 |
| Rater: | Dept/Agency-Location: |
|  Steve Jones |  Facilities/Ramapo College of New Jersey |

**SECTION 1- JOB EXPECTATIONS**

|  |
| --- |
| Major Goals of the Ratee |
|   Work harmoniously and collaboratively in a group as a team member to accomplish the mission of the department |
| I have reviewed this package and have had a face-to-face meeting with my supervisor to discuss the Core Mission Areas, Major Goals (Unit and Ratee), Major Job Responsibilities, Essential Criteria, Performance Factors, Point Accumulation Methodology, and the Evaluation Conversion to the Overall Rating by which I will be rated. **This meeting was held on** *(Date)*My signature indicates that I have been advised of these PAR elements.Ratee: Date: I Agree Disagree with the elements of this PAR. | My signature indicates that the Ratee’s positions have been noted. Rater: Date:  |
| My signature indicates that the Ratee’s positions have been noted. Reviewer: Date: |
| Ratee Comments *(Use Additional Sheets as Necessary)* |
|  |

Ratee: Title: Rating Period:

 John Smith Senior Building Maintenance Worker 9/1/13 – 8/31/14

Rater: Dept/Agency-Location:

 Steve Jones Facilities/Ramapo College of New Jersey

**SECTION 1- JOB EXPECTATIONS** *(Continued)*

Major Job Responsibilities and Essential Criteria for Successful Accomplishment

Job Responsibility:

*(Use Additional Sheets as Necessary)*

 Trash management

Essential Criteria:

Empties all garbage in assigned area and places in an outside trash receptacle. Replaces liners. In accordance with the Housekeeping Handbook (published 1998) and a visual inspection by a supervisor, this task is to be completed daily.

Job Responsibility:

Completes dusting in assigned area

Essential Criteria:

 Removes all dust from all accessible desks, phones, computers, vents, doors, shelves, pictures, file cabinets, walls and

windows with a vacuum and/or dust cloth and an approved dusting chemical in assigned area. In accordance with the Housekeeping Handbook and a visual inspection by a supervisor, this task is to be completed once per week in assigned

work area.

Ratee: Title: Rating Period:

 John Smith Senior Building Maintenance Worker 9/1/13 – 8/31/14

Rater: Dept/Agency-Location:

 Steve Jones Facilities – Ramapo College of New Jersey

**SECTION 1- JOB EXPECTATIONS** *(Continued)*

Major Job Responsibilities and Essential Criteria for Successful Accomplishment

Job Responsibility:

*(Use Additional Sheets as Necessary)*

 Vacuums all carpeting in assigned area

Essential Criteria:

Vacuums all carpeting in offices, classrooms and hallways in assigned area to ensure these are free of dirt, paper,

various debris. In accordance with the Housekeeping Handbook and a visual inspection by a supervisor, this task is

to be completed at least once per week.

Job Responsibility:

 Cleaning and sanitation of fixtures

Essential Criteria:

 Cleans and sanitizes all fixtures in work area to include but not limited to: urinals, sinks, and toilets. Each

should be clean, with no spots, dirt or stains. In accordance with the Housekeeping Handbook and a visual inspection by a supervisor, this task is to be completed daily.

Ratee: Title: Rating Period:

 John Smith Senior Building Maintenance Worker 9/1/13 – 8/31/14

Rater: Dept/Agency-Location:

 Steve Jones Facilities – Ramapo College of New Jersey

**SECTION 1- JOB EXPECTATIONS** *(Continued)*

Major Job Responsibilities and Essential Criteria for Successful Accomplishment

Job Responsibility:

*(Use Additional Sheets as Necessary)*

 Recycling

Essential Criteria:

Recycles all paper products, metal, aluminum and plastic in assigned work area. In accordance with the Housekeeping Handbook and a visual inspection by a supervisor, this task is to be completed daily.

Job Responsibility:

 Dust mopping “VCT” tile

Essential Criteria:

 Dust mops “VCT” tile flooring in assigned work area. In accordance with the Housekeeping Handbook and a visual inspection by a supervisor, this task is to be completed daily.

Ratee: Title: Rating Period:

 John Smith Senior Building Maintenance Worker 9/1/13 – 8/31/14

Rater: Dept/Agency-Location:

 Steve Jones Facilities – Ramapo College of New Jersey

**SECTION 1- JOB EXPECTATIONS** *(Continued)*

Major Job Responsibilities and Essential Criteria for Successful Accomplishment

Job Responsibility:

*(Use Additional Sheets as Necessary)*

 Wet mopping “VCT” tile

Essential Criteria:

Wet mops “VCT” tile flooring in your assigned work area. In accordance with the Housekeeping Handbook and a visual inspection by a supervisor, this task is to be completed daily.

Job Responsibility:

 Burnishing “VCT” tile

Essential Criteria:

Burnishes all “VCT” tile with a high speed burnishing machine in assigned work area. In accordance with the Housekeeping Handbook and a visual inspection by a supervisor, this task will be completed per assigned schedule.

Ratee: Title: Rating Period:

 John Smith Senior Building Maintenance Worker 9/1/13 – 8/31/14

Rater: Dept/Agency-Location:

 Steve Jones Facilities – Ramapo College of New Jersey

**SECTION 1- JOB EXPECTATIONS** *(Continued)* Major Job Responsibilities and Essential Criteria for Successful Accomplishment Job Responsibility:

*(Use Additional Sheets as Necessary)*

 Assists in completing room “set up” and /or “break down” for College events.

Essential Criteria:

 In accordance with directive from College Events and Conference “set up” sheets and any other information from that

office or from supervisor(s), assists with the transportation of, to include but not limited to the following: tables, chairs, lecterns, staging, etc. Room set ups are to be completed in a timely fashion, as requested, with overall cleanliness of same (tables wiped down, etc.) so that the room is ready for its intended use.

Job Responsibility:

 Responds to departmental emergencies throughout the College

Essential Criteria:

 As directed by a supervisor, and on a rotational basis, these tasks will be carried out as directed.

Ratee: Title: Rating Period:

 John Smith Senior Building Maintenance Worker 9/1/13 – 8/31/14

Rater: Dept/Agency-Location:

 Steve Jones Facilities – Ramapo College of New Jersey

**SECTION 1- JOB EXPECTATIONS** *(Continued)* Major Job Responsibilities and Essential Criteria for Successful Accomplishment Job Responsibility:

*(Use Additional Sheets as Necessary)*

 Maintaining and promoting a safe working environment

Essential Criteria:

 Adheres to commonly accepted safety procedures as outlined in the Housekeeping Handbook (published 1998) – including but not limited to: appropriate use of personal protective equipment (goggles, gloves, face shields, etc.): adherence to manufacturer’s and College’s guidelines for the use, storage and transport of equipment, supplies and chemicals; and the incorporation of safe work procedures (including information from safety training classes) to daily activities such as floor maintenance, restroom cleaning and stocking, “set up”, etc. Hazardous conditions must be immediately reported as well as any questions regarding the application of safe procedures.

Job Responsibility:

Essential Criteria:

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  John Smith |  Senior Building Maintenance Worker |  9/1/13 – 8/31/14 |
| Rater: | Dept/Agency-Location: |
|  Steve Jones |  Facilities – Ramapo College of New Jersey |

**Job Achievement Factors**

**SECTION 2-PERFORMANCE FACTORS**

These factors are directly related to the outputs of the job: Section 1 Major Goals, Job Responsibilities, and Essential

Criteria.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Achievement****Factors** | **1** | **2** | **3** | **Interim** | **Final** |
| **Goal Achievement**Overall extent to which employee accomplishes established ratee goals. | Failed to accomplish most major goals; original objectives were not entirely achieved. | Achieved or exceeded major goals. | Significantly exceeded original goals and objectives. |  2 |  |
| **Quality of Work**Overall extent to which employee thoroughly and accurately meets the quality criteria. | Failed to achieve most or all essential quality criteria. | Achieved or occasionally exceeded all essential quality criteria. | Significantly exceeded essential quality criteria. |  1 |  |
| **Quantity of Work**Overall extent to which employee produces an acceptable amount of work as defined in the quantity criteria. | Failed to produce an acceptable amount of work as identified in the essential quantity criteria. | Produced acceptable or greater amountof work and met or occasionally exceeded essential quantity criteria. | Significantly exceeded essential quantity criteria. |  2 |  |
| **Timeliness**Overall extent towhich employee meetsspecified schedulesand deadlines. | Rarely met work schedules or deadlines. Often was late in completing assignments within specified time frames. | Met and occasionally completed assignments ahead of specified deadlines. | Consistently completed assignments, projects and job responsibilities ahead of scheduled deadlines. |  2 |  |
| **Job Achievement****Subtotal** |  |  7 |  |

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  John Smith |  Senior Bu |  |
| Rater: | Dept/Agency-Location: |
|  |  |

**Job Related Factors**

**SECTION 2-PERFORMANCE FACTORS**

These global factors support the core values of the organization and expected performance of the job.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Related****Factors** | **1** | **2** | **3** | **Interim** | **Final** |
| **Communication**Effective expression of ideas, concepts or directions in individual or group situations, using supportive gestures, voice leveland organization of materials. If communication is written, thoughts are expressed withappropriate grammar, organization and structure. | Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of voice volume/tone. Formal presentations failed to inform or persuade due to lack of structure or poor organization. Didn’t listen during verbal exchanges. Written communication was poorly structured, contained poor grammar, or was difficult to readdue to inadequate organization. Communication flaws included: poor listening, no organization of thoughts, orinappropriate gestures. | Successfully communicated ideas, thoughts or directions. Asked appropriate questions andinvolved the listener. Sought clarification and affirmed understanding in verbal exchanges. Used appropriate supportive gestures, voice level and organization of materials. Formal presentations were organized andhad appropriate detail. Written communication was concise andappropriate for target audience. Key points were understoodby intended audience. Affirmed understanding with appropriate questions. | Excelled in the communication of ideas, thoughts or directions. Thought well, fast and appropriately on his or her own feet in formal situations.Informal presentations created word pictures, leaving no roomfor confusion. Apt questions uncovered lingering confusion. Presented complex or technical information in a manner easily understood by target audience. Written communication was letter perfect and clearly appropriate for target audience. |  2 |  |

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  John Smith |  Senior Building Maintenance Worker |  9/1/13 – 8/31/14 |
| Rater: | Dept/Agency-Location: |
|  Steve Jones |  Facilities – Ramapo College of New Jersey |

**SECTION 2-PERFORMANCE FACTORS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Related****Factors** | **1** | **2** | **3** | **Interim** | **Final** |
| **Customer Service**Identifies and meets customer (internal and external) needs. | Diagnosed customer needs inaccurately; lacked consistencyin meeting customer needs; was not attentive and inquisitive when dealing with customers; did not consistently meettime, quality and cost requirements. | Accurately assessed customer needs; provided necessary or requested service within acceptabletimeframes requiring few corrections or revisions; sought customer feedback and expression of satisfaction with work product. Occasionally sought alternative solutions. | Frequently anticipated internal and external customer needs; advanced quality alternativesolutions; work quality was characterized by exceptional insights andtechnical expertise. |  2 |  |
| **Job Knowledge/Skills**Extent to which employee knows the details of the job. Understands job and applies necessary technical knowledgeand skills. | Rarely demonstrated any application of skills or knowledge which clearly had an adverse effect on job performance. Rarelyable to answer queries. Usually did not know when to ask others for information. | Effectively demonstrated job knowledge and ability to answer queries. Knowledge and skills contributed to the work of the unit. | Demonstrated expert skills and knowledge above expectations. Stayed abreast of recent developments and changes in job’s technical area or discipline. Knowledge was sought by others and thought to have significant impact on the results of the workof the unit. |  1 |  |

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  John Smith |  Senior Building Maintenance Worker |  9/1/13 – 8/31/14 |
| Rater: | Dept/Agency-Location: |
|  Steve Jones |  Facilities – Ramapo College of New Jersey |

**SECTION 2-PERFORMANCE FACTORS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Related****Factors** | **1** | **2** | **3** | **Interim** | **Final** |
| **Managing/Valuing****Diversity**Builds, maintains, and/or contributes to a work environment that is fair, equitable, inclusive andcooperative in valuing individual differences such as culture, race, ethnicity, religion, gender, sexual orientation, physical attributes, lifestyles, interests, values or other differences. | Failed to make appropriate social accommodations to ensure a fair, inclusive, and respectful working environment. Did not demonstrate respectfulness for individual differences. Created and/or encouraged a hostile environment forothers. | Incorporated different perspectives into work actions; fostered afair and inclusive environment demonstrating respect for others. Worked towards aproactive approach in soliciting and using contributions from diverse perspectives. | Championed diversity and demonstrated through specific actions its value in the organization. Created a work culturethat fostered fairness, respect and cooperation.Recognized individual differences while building an environment of esprit de corps. |  2 |  |
| **Problem Solving**Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutionsto complex problems; distinguishes between relevant and irrelevant information to make logical judgments. | Demonstrated a poor approach to problem resolution and was slow in resolving problems. Had difficulty in making choices and establishing alternatives. Failedto identify and/or distinguish risksand benefits, neededconsiderable assistancein identifyingalternatives andevaluating risks andbenefits. | Performed as a competent problem solver. Exhibited a logical approach to problem solving. Considered risks and benefits in weighing alternatives. | Consistently exercised a logical, thorough approach to problem solving which resulted in meaningful solutions to complex problems. |  2 |  |

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  John Smith |  Senior Building Maintenance Worker |  9/1/13 – 8/31/14 |
| Rater: | Dept/Agency-Location: |
|  Steve Jones |  Facilities – Ramapo College of New Jersey |

**SECTION 2-PERFORMANCE FACTORS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Related****Factors** | **1** | **2** | **3** | **Interim** | **Final** |
| **Safety**Contributes to a safe and secure working environment for self and others in the performance of the job functions and the delivery of services. | Failed to follow safety rules for self or to make safety a priority in dealing with others. Did not use available safety equipment or resources to maintaina safe work area. Behaved as if safety was not a critical element of the work environment. Was aware of conditions that affected operational and employee safety, but did not recommend safety improvements. | Took specific steps to demonstrate safe work practices. Anticipated potential safety issues and took action to alleviate them beforea problem occurred. Observed appropriate safety standardsand minimized exposure to unsafe conditions for selfand others. Regularly demonstrated compliance with safety requirements and recommended measures toenhance safety whenever possible. Set an example in demonstrating safety requirement. | Was a role model in demonstrating safety requirements. Implemented new and technically sound processes, procedures and equipmentto enhance safety on a continuous. Created a safety culture dedicated to technical andoperational excellence. Encouraged others to create, promote and maintain a safe work environment. |  2 |  |

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  John Smith |  Senior Building Maintenance Worker |  9/1/13 – 8/31/14 |
| Rater: | Dept/Agency-Location: |
|  Steve Jones |  Facilities – Ramapo College of New Jersey |

**SECTION 2-PERFORMANCE FACTORS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Related****Factors** | **1** | **2** | **3** | **Interim** | **Final** |
| **Teamwork 1**Works collaboratively in a group as a team member to accomplish stated goals. | Did not share information or cooperate with others on team. Engaged in negative interaction or promoted destructive conflict among team members. Failed to responsibly assume fair share of workload. | Supported the team in meeting or exceeding essential objectives. Responsibly accomplished work assignments insupport of team objectives. Effectively cooperated with and contributed to help meet establishedteam results. Worked to encourage good performance from others. Shared information in orderto help team members accomplish goals. Encouraged otherteam members to be successful. | Supported the team in significantly exceeding the essential objectives. Contributed exceptionally welland maximized the effectiveness of the group. Gave regular feedback to team regarding process and accomplishments. Ensured that group goals had priority over individual recognition. Alternated appropriately between leader and member to achieve the best team results. |  2 |  |
| Job RelatedSubtotal |  |  11 |  |

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  John Smith |  Senior Building Maintenance Worker |  9/1/13 – 8/31/14 |
| Rater: | Dept/Agency-Location: |
|  Steve Jones |  Facilities – Ramapo College of New Jersey |

**SECTION 3-COMPUTATION AND CONVERSION TO OVERALL RATING**

|  |
| --- |
| **Computation** |
| **Performance Factors** | **Interim Evaluation** | **Final Evaluation** |
| Job Achievement Factor Subtotal |  7 |  |
| Job Related Factor Subtotal |  11 |  |
| **Grand Total Points** |  18 |  |

|  |
| --- |
| **Conversion to Overall Rating** |
| *1-Unsatisfactory**(11-16 Points)* | *2-Successful**(17-27 Points)* | *3-Exceptional**(28-33 Points)* |
|  | **Interim Evaluation Rating** | **Final Evaluation Rating** |
| **Overall** |  2-Successful |  |

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  John Smith |  Senior Building Maintenance Worker |  9/1/13 – 8/31/14 |
| Rater: | Dept/Agency-Location: |
|  Steve Jones |  Facilities – Ramapo College of New Jersey |

**SECTION 4-JUSTIFICATION SHEET AND DEVELOPMENT PLAN-INTERIM**

|  |
| --- |
| **Justification for Interim Evaluation** |
|  |  2 |
| Rating |
|  John continues to perform well completing his daily assignments. He also works well when assigned to a different work area due to absenteeism of other employees.  |
| **Interim Development Plan** |
| **Specific Area(s) Identified for Development** |
|  John will be given further instruction on use of the burnishing machine to improve his quality of work. |

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  John Smith |  Senior Building Maintenance Worker  |  9/1/13 – 8/31/14 |
| Rater: | Dept/Agency-Location: |
|  Steve Jones |  Facilities – Ramapo College of New Jersey |

**SECTION 4-JUSTIFICATION SHEET AND DEVELOPMENT PLAN-INTERIM** *(Continued)*

|  |
| --- |
| **Interim Development Plan** |
| **Specific Action to be Taken by Ratee** |
|  I will receive more training on use of the burnishing machine. |
| I have reviewed Sections 1, 2, 3 and 4 of this package and have had a face-to-face meeting with my supervisor to discuss the Interim Rating, Justification, and Development Plan.**This meeting was held on** *(Date)*My signature indicates that I have been advised of these PAR elements.Ratee: Date: I Agree Disagree with the Interim Rating. I Agree Disagree with the Justification.I Agree Disagree with the Development Plan. | My signature indicates that the Ratee’s positions have been noted.Rater: Date:  |
| My signature indicates that the Ratee’s positions have been noted.Reviewer: Date:  |
| Ratee Comments |
|  |

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  |  |  |
| Rater: | Dept/Agency-Location: |
|  |  |

**SECTION 5-JUSTIFICATION SHEET AND DEVELOPMENT PLAN-FINAL**

|  |
| --- |
| **Justification for Final Evaluation** |
|  |  |
| Rating |
|  |
| **Final Development Plan** |
| **Specific Area(s) Identified for Development** |
|  |

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  |  |  |
| Rater: | Dept/Agency-Location: |
|  |  |

**SECTION 5-JUSTIFICATION SHEET AND DEVELOPMENT PLAN-FINAL** *(Continued)*

|  |
| --- |
| **Final Development Plan** |
| **Specific Action to be Taken by Ratee** |
|  |
| I have reviewed this Sections 1, 2, 3 and 5 of this package and have had a face-to-face meeting with my supervisor to discuss the Final Rating, Justification and Development Plan.**This meeting was held on***(Date)*My signature indicates that I have been advised of these PAR elements.Ratee: Date: I Agree Disagree with the Final Rating. I Agree Disagree with the Justification.I Agree Disagree with the Development Plan. | My signature indicates that the Ratee’s positions have been noted.Rater: Date:  |
| My signature indicates that the Ratee’s positions have been noted.Reviewer: Date:  |
| Ratee Comments |
|  |

**SECTION 6-FACT SHEET OF SIGNIFICANT PERFORMANCE EVENTS**

|  |  |  |
| --- | --- | --- |
| Ratee: | Title: | Rating Period: |
|  |  |  |
| Rater: | Dept/Agency-Location: |
|  |  |

**SECTION 6-FACT SHEET OF SIGNIFICANT PERFORMANCE EVENTS**

|  |  |
| --- | --- |
| Description of Significant Performance Event | Rater Comments/Recommended Action |
|  | Ratee Initials Rater Initials Date |
| Description of Significant Performance Event | Rater Comments/Recommended Action |
|  | Ratee Initials Rater Initials Date |
| Description of Significant Performance Event | Rater Comments/Recommended Action |
|  | Ratee Initials Rater Initials Date |
| Description of Significant Performance Event | Rater Comments/Recommended Action |
|  | Ratee Initials Rater Initials Date |
| Ratee Comments *(Use Additional Sheets as Necessary)* |
|  |