

New Jersey Schools Insurance Group

Employee Performance Evaluation

1. **Part One:** Information. To be completed by the manager/supervisor.

1.1. Employee Name: [Click here to enter text.](#)

1.2. Department: [Click here to enter text.](#)

1.3. Job Title: [Click here to enter text.](#)

1.4. Evaluation Period: 7/1/2021 to 6/30/2022

1.5. Job Description:

- Employee job description has been reviewed during this evaluation and no changes have been made to the job description at this time.
- Employee job description has been reviewed during this evaluation and modifications have been proposed to the job description.

2. **Part Two:** Prior performance goals. To be completed by the manager/supervisor.

- Employee performance goals from the last evaluation have been reviewed.
- Employee has not been previously evaluated using this form.

3. **Part Three:** Evaluation. To be completed by the manager/supervisor.

Evaluation Criteria	Below Expectations	Meets Expectations	Exceeds Expectations
Skill: Demonstrates the skills and knowledge necessary to perform assignments competently at expected level of skill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration: Demonstrates the skill necessary to plan, organize and prioritize workload (for self and direct reports, if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Evaluation Criteria	Below Expectations	Meets Expectations	Exceeds Expectations
Accountability: Demonstrates accountability for assigned responsibilities and sees tasks through to completion in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficiency: Demonstrates effective use of time and improving work methods and procedures as a means toward greater efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication: Communicates effectively and professionally with supervisor, peers, and customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autonomy: Demonstrates ability to work independently of supervision, and also demonstrates ability to know when to ask for help.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation: Demonstrates ability to work cooperatively with supervision or as part of a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative: Demonstrates willingness to take on additional responsibilities and solve more complex problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability: Demonstrates reliable and consistent attendance, punctuality, and ability to meet deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical thinking: Demonstrates ability to analyze facts, solve problems, and demonstrate good judgment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional performance criteria for employees with supervisory responsibilities			
Equity: Demonstrates fairness towards all subordinates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication: Identifies performance expectations, gives timely feedback, conducts formal performance appraisals and appropriately escalates issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development: Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation: Delegates responsibility and authority where appropriate, based on the employee's level, ability and potential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Management: Takes timely and appropriate steps through coaching, counseling, corrective and disciplinary action with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership: Demonstrates the appropriate behaviors, job skills, business decisions and treatment of members, partners,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Evaluation Criteria	Below Expectations	Meets Expectations	Exceeds Expectations
peers and employees to set a positive example throughout the organization and help the organization achieve its mission.			

4. **Part Four:** Performance goals along with expected progress milestones for next review. To be completed by the manager/supervisor.

[Click here to enter text.](#)

5. **Part Five:** Employee comments. To be completed by the employee.

[Click here to enter text.](#)

6. **Part Six:** Signatures.

6.1. Employee: _____ Date: _____

(Signature does not denote agreement with official review and means only that the employee was given the opportunity to discuss the review with the manager/supervisor.)

6.2. Evaluated by:

Signature: _____ Date: _____

Print Name: _____ Title: _____