

WFRC FY21 Performance Evaluation Plan

Employee Name: Job Title: Engineer IV Date:	Evaluator:				
PERSONAL FACTOR 1: PERFORMANCE MANAGEMENT	VALUE	EMPLOYEE SCORE	EMPLOYEE TOTAL	EVALUATOR SCORE	EVALUATOR TOTAL
Fosters support from and to staff to accomplish strategic goals, objectives, follow procedures and accept suggestions. Communication in all directions.	20	0	0	0	0
<ol style="list-style-type: none"> 1. Does not set direction. Does not complete evaluations. Does not provide feedback. 2. Staff/Teams are clear on WFRC direction. Staff/Teams are reviewed annually. 3. Staff/Teams have clear, measurable objectives. Staff/Teams receive timely performance feedback and are reviewed semi-annually. Staff/Teams are able to meet goals – AC/ supervisors remove barriers. 4. Staff/Teams receive frequent (monthly) performance feedback. AC/ supervisors advocate for staff members at WFRC level. 5. Staff/Teams actively participates in creating higher levels of performance. 	Employee Comments: Evaluator Comments:				
PERSONAL FACTOR 2: COORDINATION	VALUE	EMPLOYEE SCORE	EMPLOYEE TOTAL	EVALUATOR SCORE	EVALUATOR TOTAL
Coordination of work loads and resources with other ACs and WFRC Customers to facilitate the mission and goals of the organization.	16	0	0	0	0
<ol style="list-style-type: none"> 1. Does not coordinate with other ACs or WFRC Customers. 2. Sometimes coordinates with other ACs on work load and resources. 3. Effectively coordinates with other ACs on work load and resources facilitating the mission and goals of the organization. 4. Initiates communication with other ACs and WFRC Customers and considers their input when managing loads and resources. 5. Consistently seeks ways to improve the coordination process and effectively addresses conflicting needs or schedules enabling staff to accomplish work. <p><i>"Specific Performance Objective #1: WFRC Partner transportation agency engagement.</i></p> <ol style="list-style-type: none"> 1. Does not support transportation partners. 2. Occasionally helps partners. 3. Reinforce partnership relationships/networks. 4. Foster buy-in of a Unified Modeling Group. 5. Create ways to better coordinate with partner (use RTP work in NEPA process on a technical level with the DOT Regions). 	Employee Comments: Evaluator Comments:				
PERSONAL FACTOR 3: STAFF DEVELOPMENT	VALUE	EMPLOYEE SCORE	EMPLOYEE TOTAL	EVALUATOR SCORE	EVALUATOR TOTAL
Building an effective staff through hiring, training, delegating, and coaching.	14	0	0	0	0
<ol style="list-style-type: none"> 1. No development plan is in place. 2. Helps employees create development plan at annual review. 3. Frequently meets with team to assess development needs. Provides learning and growth opportunities within budget. 4. Looks for growth opportunities within other teams at WFRC and with partners. 5. Communicates learning and growth opportunities that may be provided by the team for other teams or partners. <p><i>"Specific Performance Objective #1: Training and Staff Professional Development.</i></p> <ol style="list-style-type: none"> 1. Consider developing staff redundancy in key areas. 2. Review and identify opportunities to enhance the Performance Evaluation Program (PEP). 3. Better align PEPs with mission and roles, priorities and goals, and programs; incorporate an individual employee development program in PEPs. 4. Increase internal communication (quarterly reviews using PEPs). 5. Identify and provide opportunities for professional development, training, attending conferences for all employees. 	Employee Comments: Evaluator Comments:				
PERSONAL FACTOR 4: PLAN AND PROGRAM SUPPORT	VALUE	EMPLOYEE SCORE	EMPLOYEE TOTAL	EVALUATOR SCORE	EVALUATOR TOTAL
other plans and program/activity areas.	10	0	0	0	0

1. Does not provide needed support for plans and programs.
 2. Only occasionally provides support for planning and programming efforts of the WFRC staff and UDOT and UTA.
 3. Participates with WFRC staff, UTA, UDOT, and others on Unified Plan, RTP teams, in planning studies to help refine the recommendations of the Plans and programs/activity areas. Completes assigned tasks.
 4. Identify concerns to plans and program/activity areas. Work with individuals, Team members and partner agencies to develop solutions.
 5. Works with team members to overcome barriers in addressing the concerns and assists in implementing solutions.
- "Specific Performance Objective #1: WFRC staff support for major UTA and UDOT environmental studies and other special projects.
1. Does not support transportation partners.
 2. Attends project meetings.
 3. Identifies and provides support to major UTA and UDOT EISs and other environmental studies including Mountain Transportation projects (Mountain Accord/ Central Wasatch Commission). Ensure municipalities and agencies concerns are addressed in planning studies. Keeps Council members informed.
 4. Coordinates staff assistance to projects effectively. Working with UDOT, UTA and/or municipalities, identifies and develops creative solutions to potential problems, early in the process.
 5. Takes the initiative to obtain local support for proposed solutions.
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- "Specific Performance Objective #2: Oversee WFRC office facility operations and maintenance/ management.
1. Do nothing.
 2. Understand the office facility operational and meaintenance needs.
 3. Make no progress to improving the facility operations and maintenance.
 4. Improve the facility operations and maintenance as they are identified.
 5. Pro-actively identify, take action, and improve the office facility operations and maintenance.
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- "Specific Performance Objective #3: Procurement Agent.
1. Does not support staff or transportation partners contracting requirements.
 2. Provides procurement information to staff and transportation partners.
 3. Identifies issues and provides guidance for contracting and procurements for major studies. Ensure municipalities and agencies contracting concerns are addressed within agreements.
 4. Work with the staff to review and recommend approval of contracts/ agreements. Review and recommend approval of contracts/ agreements. Approve invoices and purchase orders and coordinate real property disposal.
 5. Become subject matter expert in contracting and procurement. Proactively assist WFRC staff with all procurement and

Employee Comments:

Evaluator Comments:

WFRC CORE FACTOR 1: COMMUNICATION	VALUE	EMPLOYEE SCORE	EMPLOYEE TOTAL	EVALUATOR SCORE	EVALUATOR TOTAL
Multidirectional sharing of information with clarity and timeliness.	7	0	0	0	0
<p><i>Specific Performance Objective</i></p> <ol style="list-style-type: none"> 1. Does not communicate with supervisors or co-workers. 2. Communications with others is frequently inadequate. 3. Communicates ideas, instructions and plans to others in an effective and timely manner. Listens to others' ideas, instruction and plans. Willingness to enter discussion. 4. Actively seeks input and buy in from others, collaborates in planning & decision making processes. Communications is clear and proactive. 5. Actively keeps the communication process open until there is understanding by all involved on all levels. Consistently communicates in a clear, concise manner. 	<p>Employee Comments: .</p> <p>Evaluator Comments:</p>				
WFRC CORE FACTOR 2: QUALITY OF WORK	VALUE	EMPLOYEE SCORE	EMPLOYEE TOTAL	EVALUATOR SCORE	EVALUATOR TOTAL
consider all issues involved and apply judgement.	10	0	0	0	0
<p><i>Specific Performance Objective</i></p> <ol style="list-style-type: none"> 1. Often makes careless errors. 2. Sometimes makes careless errors and does not apply appropriate technical accuracy. 3. Work meets most professional and technical standards. 4. Frequently does outstanding work. Rarely makes errors. Takes the time to consider all issues and implements appropriate actions. 5. Exactng, precise and extremely thorough. Actively seeks ways to improve efficiency and effectiveness of work. 	<p>Employee Comments:</p> <p>Evaluator Comments:</p>				
WFRC FACTOR 3: TEAMWORK	VALUE	EMPLOYEE SCORE	EMPLOYEE TOTAL	EVALUATOR SCORE	EVALUATOR TOTAL
toward organizational and individual goals.	7	0	0	0	0
<p><i>Specific Performance Objective</i></p> <ol style="list-style-type: none"> 1. Causes problems and conflicts. Usually must work alone. 2. Can work with others, but often does not recognize problems. 3. Communicates and works effectively with others. 4. Supports contributions of team members, asks for input, collaborates and works well to resolve conflicts. 5. Uses interpersonal skills to prevent or resolve conflicts. Able to step into team leadership role. 	<p>Employee Comments:</p> <p>Evaluator Comments:</p>				
WFRC FACTOR 4: JOB KNOWLEDGE	VALUE	EMPLOYEE SCORE	EMPLOYEE TOTAL	EVALUATOR SCORE	EVALUATOR TOTAL
Level of knowledge in the primary job assignment.	7	0	0	0	0
<p><i>Specific Performance Objective</i></p> <ol style="list-style-type: none"> 1. Unable to perform duties because of insufficient knowledge. 2. Has difficulty performing duties, needs more training. 3. Has sufficient knowledge and skills to perform all required duties. 4. Possesses knowledge and skills that would enable them to be flexible in job assignment beyond basic requirements. 5. Exceptionally astute. Constantly expands knowledge and scope. 	<p>Employee Comments: 0</p> <p>Evaluator Comments:</p>				
WFRC FACTOR 5: DECISION MAKING	VALUE	EMPLOYEE SCORE	EMPLOYEE TOTAL	EVALUATOR SCORE	EVALUATOR TOTAL
Making decisions by using sound judgement.	7	0	0	0	0

<p><i>Specific Performance Objective</i></p> <ol style="list-style-type: none"> 1. Unable to make decisions and does not use good judgement. 2. Unable to use good judgment and slow to arrive at a good conclusion. 3. Uses good judgement to make timely decisions to fill job requirements. 4. Considers options, input from others, analyzes criteria, manages risks and makes timely decisions using good judgement. Is able to find solutions to decision related problems. 5. Takes responsibility to follow the decision through implementation and reviews past decisions to improve future decision making processes. 	Employee Comments: Evaluator Comments:				
WFRC FACTOR 6: CUSTOMER SERVICE	VALUE	EMPLOYEE SCORE	EMPLOYEE TOTAL	EVALUATOR SCORE	EVALUATOR TOTAL
Interacting with internal and external customers to meet needs.	6	0	0	0	0
<ol style="list-style-type: none"> 1. Frequently unpleasant and/or not helpful. Customers needs are not met. 2. Ineffective actions taken that sometimes do not meet customer's needs. Does not attempt to determine needs. Reactive approach to customer service. 3. Effective in meeting customer's needs in a timely and responsive manner. Fosters goodwill. Exhibits willingness to solve problems. 4. Consistently meets customer's needs in a timely and responsive manner. Fosters goodwill. Solicits customer feedback and acts upon that feedback. 5. Outstanding in providing quality customer service. Utilizes customer feedback to improve the process. Anticipates customer's needs and exceeds their expectations. 	Employee Comments: Evaluator Comments:				
WFRC FACTOR 7: DEPENDABILITY	VALUE	EMPLOYEE SCORE	EMPLOYEE TOTAL	EVALUATOR SCORE	EVALUATOR TOTAL
Extent to which employee can be trusted to carry out instructions and fulfill job responsibilities.	6	0	0	0	0
<p><i>Specific Performance Objective</i></p> <ol style="list-style-type: none"> 1. Rarely on time. Frequent unapproved absence. Seldom follows through on assigned tasks. 2. Excessive tardiness or absence outside of job requirements. Doesn't follow through with responsibilities. 3. Usually present, on time and on task within job requirements. Follows through on most assigned tasks in timely manner. Keeps commitments. 4. Consistently keeps commitments and communicates any barriers to fulfillment. 5. Finds and implements solutions to barriers that would prevent fulfillment of commitments and communicates progress. 	Employee Comments: Evaluator Comments:				
PROFESSIONAL DEVELOPMENT OBJECTIVES / OTHER NEEDS					
Professional Development Plan Objectives. -					
EMPLOYEE COMMENTS					
EVALUATOR OVERALL COMMENTS					
Employee Signature:	<i>WeightPts</i>	Employee Totals		Evaluator Totals	
Date:	100	Total Pts	0	Total Pts	0
		5 Pt Scale	0	5 Pt Scale	0
Evaluator Signature:					
Date:					
Evaluation Reviewed By:					
Date:					