

Effective Evaluations



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What are Employee Evaluations?

Structured review of the work, skills and achievements of an employee measured using the employee job description and established performance standards as well as district goals, objectives and deliverables.

What is the Purpose of Evaluations?

- Builds stronger more effective districts and employees
- Basic employee management
- Verifies district goals and objectives are met
- Ensures best use of taxpayer dollars
- Justifies staffing
- Provides and opportunity to give and receive feedback



Frequency

- Annually at a Minimum for ALL District Employees
- More Frequently for:
 - New Hires
 - Performance Issues

How to Conduct Evaluations

- Conducted in Executive Session
- Based on job description, performance standards plus district goals, objectives and deliverables
- Board does not delegate the task to other staff/supervisors
- Signed by board, employee and any other supervisors
- Retained as a permanent record
- Notification provided to District Services when completed



Sample Form

- Available on the OCC website
- Attached to the job description
- Must be filled out completely
- Attach additional pages as needed
- Signature line for all parties

Somewhere Conservation District
District Manager Performance Review

DATE:	EVALUATION PERIOD			TO
PERFORMANCE LEVEL:	DOES NOT MEET STANDARDS	MEETS STANDARDS	EXCEEDS STANDARDS	NOT APPLICABLE
<u>Major Job Duties</u>				
Clerical:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Meetings:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Share:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational Activities:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Records:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Watershed Program:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District Management:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Other Work Components</u>				
Job Knowledge:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Skills:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Attitude:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments, continue on back of this page or attach additional sheets if needed:</i>				
<i>Plan for Changes or Improvements (as discussed and agreed upon by employee and board), continue on back of this page or attach additional sheets if needed:</i>				
<i>Employee Signature:</i>				
<i>Board Chair Signature:</i>				



Director Role

- Proactive in managing all aspects of district employees
- Prepare for the Evaluations
- Understand job descriptions & standards for each employee
- Accountable for achieving district goals, objectives & deliverables



Questions to ask yourself as a director

- Does the employee meet standards only part of the time?
- Are important deadlines being met?
- Does the District receive 100% Operating Allocation?
- Does the timesheet reflect all leave taken?
- Exceeds standards is the exception, not the rule.



Employee Role

- Understand your job description and performance standards
- Know the district goals and objectives
- Prioritize deliverables deadlines
- Keep regular communication with the board
- Prepare to receive and give feedback





Preparation = Success

Directors

- Supervising is your duty
- Devote ample time
- Be consistent and fair
- Check in regularly – Open communication
- Prioritize attending district sponsored events
- Give constructive feedback
- Be open to receive feedback
- Encourage staff development

Employees

- Coordinate to schedule evaluations
- Supply the board with forms in advance
- Apprise directors of district events, not just at board meetings
- Prepare to give feedback to the board
- Be open to receive feedback

Plan for Improvement (PIP)

Underperformance

- Identify deficiencies
- Be specific
- Detail improvements required
- Documentation
- Follow-up evaluation



Termination

- Underperformance or for just cause—misconduct/negligence, etc
- Keep it brief
- Be direct
- Stick to the facts
- Be prepared



Summary

- Districts are more visible than ever and subject to public scrutiny
- Evaluations are a dialogue not a monologue
- Continuous communication

QUESTIONS?



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