

Performance Analysis

Employee Name:

Title:

Position Title: District Program Administrator

Date of Hire:

Name of Person Completing Analysis:

Date:

Indicate the appropriate **SKILL LEVEL** for each:

1. Responsible for overall management and development of _____ SWCD including program and-related budgets, reporting requirements and business development.

1= Unsatisfactory 2 = Needs improvement 3 = Meets job requirements 4 = Exceeds job requirements

Reviewer Comment _____

2. Maintain updated knowledge of programs and new initiatives.

1= Unsatisfactory 2 = Needs improvement 3 = Meets job requirements 4 = Exceeds job requirements

Reviewer Comment _____

3. Provide SWCD board accurate, timely SWIMs Queries, grant progress reports, and budget information as directed.

1= Unsatisfactory 2 = Needs improvement 3 = Meets job requirements 4 = Exceeds job requirements

Reviewer Comment _____

4. Ensure contract and regulatory obligations are met as well as Annual Plan of Work and Long Range/Strategic Plans are being achieved.

1= Unsatisfactory 2 = Needs improvement 3 = Meets job requirements 4 = Exceeds job requirements

Reviewer Comment _____

5. Provide supervision of staff including hiring, discipline, evaluation and development; update the Board on related issues and seek advice from the Board as directed.

1= Unsatisfactory 2 = Needs improvement 3 = Meets job requirements 4 = Exceeds job requirements

Reviewer Comment _____

6. Develop and provide leadership advocating a team environment; establish and maintain effective communication between staff, the SWCD Board and partners.

1= Unsatisfactory 2 = Needs improvement 3 = Meets job requirements 4 = Exceeds job requirements

Reviewer Comment _____

7. Identify and pursue potential revenue resources; develop annual budget; inform and seek approval when required, from the Board of Supervisors of income, expenses and other operating issues.

1= Unsatisfactory 2 = Needs improvement 3 = Meets job requirements 4 = Exceeds job requirements

Reviewer Comment _____

8. Develop and maintain relationships with public officials, funding sources and other community and state leaders.

1= Unsatisfactory 2 = Needs improvement 3 = Meets job requirements 4 = Exceeds job requirements

Reviewer Comment _____

Indicate how frequently the competency is demonstrated by the individual.

Learning Index - Demonstrates the ability to learn quickly and understand complex information without difficulty.

1 = *Never* 2 = *Rarely* 3 = *Sometimes* 4 = *Frequently* 5 = *Always*

Verbal Skill - Demonstrates the ability to communicate effectively in a variety of settings and assimilate complex instructions.

1 = *Never* 2 = *Rarely* 3 = *Sometimes* 4 = *Frequently* 5 = *Always*

Verbal Reasoning - Demonstrates the ability to analyze and make reliable interpretations of complex verbal information.

1 = *Never* 2 = *Rarely* 3 = *Sometimes* 4 = *Frequently* 5 = *Always*

Numerical Ability - Demonstrates the ability to perform complex calculations and communicate complex data.

1 = *Never* 2 = *Rarely* 3 = *Sometimes* 4 = *Frequently* 5 = *Always*

Numeric Reasoning - Demonstrates the ability to efficiently base decisions on numerical data and communicate this data in easily understood formats.

1 = *Never* 2 = *Rarely* 3 = *Sometimes* 4 = *Frequently* 5 = *Always*

Financial Administrative - Demonstrates above average ability to be motivated by administrative duties or financial information processing.

1 = *Never* 2 = *Rarely* 3 = *Sometimes* 4 = *Frequently* 5 = *Always*

People Service - Demonstrates above average ability to be motivated by a position that offers the opportunity to help others or provide some facilitative service.

1 = Never 2 = Rarely 3 = Sometimes 4 = Frequently 5 = Always

Energy Level - Demonstrates the ability to respond well to demands on time.

1 = Never 2 = Rarely 3 = Sometimes 4 = Frequently 5 = Always

Assertiveness - Demonstrates the ability to take on leadership roles.

1 = Never 2 = Rarely 3 = Sometimes 4 = Frequently 5 = Always

Sociability - Demonstrates the ability to be persuasive and motivated by the opportunity to present ideas to others; and ability to work in a team environment.

1 = Never 2 = Rarely 3 = Sometimes 4 = Frequently 5 = Always

Manageability - Demonstrates the ability to respond enthusiastically to a structured environment requiring direct supervision by the SWCD Board of Supervisors.

1 = Never 2 = Rarely 3 = Sometimes 4 = Frequently 5 = Always

Attitude - Demonstrates the ability to consistently maintain positive expression and motivation in order to be successful.

1 = Never 2 = Rarely 3 = Sometimes 4 = Frequently 5 = Always

Decisiveness - Demonstrates the ability to be consistently responsive in a timely fashion and make quick decisions under pressure.

1 = Never 2 = Rarely 3 = Sometimes 4 = Frequently 5 = Always

Accommodating - Demonstrates the ability to express a highly accommodating presentation, even in stressful conditions.

1 = Never 2 = Rarely 3 = Sometimes 4 = Frequently 5 = Always

Independence - Demonstrates above average ability to be independent.

1 = Never 2 = Rarely 3 = Sometimes 4 = Frequently 5 = Always

Objective Judgment - Demonstrates the ability to utilize data in order to make deliberate decisions based on the logical application of objectivity and practicality.

1 = Never 2 = Rarely 3 = Sometimes 4 = Frequently 5 = Always

Summary statement:

Plans for Improvement:

EMPLOYEE ACKNOWLEDGEMENT:

I HAVE RECEIVED THIS DOCUMENT AND DISCUSSED THE CONTENTS WITH MY MANAGER.

Employee Signature:

Date:

Employee Comments:

Sample

Supervisor Signature:

Date: