

State of Alaska Performance Evaluation Form

I. Employee Information

Employee Name	Employee ID	PCN	Job Class Title
Department	Division	Section	
Evaluation Reason	Review Period	<input type="text"/>	<input type="text"/>

II. Performance Metrics

Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exceptional
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
How has this person met this performance metric?				

				N/A
Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exceptional
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
How has this person met this performance metric?				

Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exceptional
How has this person met this performance metric?				

III. Core Values

(U) Unsatisfactory, (NI) Needs Improvement, (ME) Meets Expectations, (EE) Exceeds Expectations, (E) Exceptional

	U	NI	ME	EE	E
Customer Service: a commitment to anticipating and effectively responding to the needs of diverse customers					
Routinely seeks information to better understand needs and requests					
Diffuses sensitive or difficult situations and creates a climate for problem resolution					
Demonstrates respect to others through professional demeanor, language, and presentation					
How has this person demonstrated customer service this year?					
Leadership: a commitment to demonstrating an outward mindset and empowering people to reach their potential					
Demonstrates initiative, offers solutions, acts proactively					
Communicates clearly, timely, and persuasively; obtains stakeholder awareness and buy-in					
Leads by example: models genuine, respectful interactions with others, works well in a team					
How has this person demonstrated leadership this year?					

	U	NI	ME	EE	E
Innovation: a commitment to applying new technologies and ideas to advance the organization					
Demonstrates awareness of internal and external factors that may be catalysts for change					
Solves problems by analyzing situations and applying critical thinking to determine a course of action					
Pursues continuous learning and seeks challenging assignments					
How has this person demonstrated innovation this year?					
Stewardship: a commitment to the responsible use of state resources					
Contributes to cost savings or other improvements for the State of Alaska					
Uses the time and efforts of others effectively					
Looks for ways to share resources to promote greater efficiencies					
How has this person demonstrated stewardship this year?					
Trust: a commitment to open and honest communication and ethical behavior					
Presents a professional, honest, and objective demeanor					
Demonstrates reliability and consistency in the fulfillment of commitments					
Complies with personnel and equal opportunity policies; respects individual and cultural differences and treats all people with dignity					
How has this person demonstrated trust this year?					

IV. Developmental SMART Goals

How has this person met this SMART goal this year?

Met goal

Did not meet goal

N/A

How has this person met this SMART goal this year?

Met goal

Did not meet goal

N/A

How has this person met this SMART goal this year?

Met goal

Did not meet goal

N/A

V. Impact and Contributions

How has this person made an impact on reaching SOA goals and objectives?

How has this person demonstrated their strengths and made use of their skills?

What can this person do to continue to grow?

VI. Overall Rating

Unacceptable	Low Acceptable	Mid Acceptable	High Acceptable	Outstanding

VII. Recommended Action

Recommended Action Details

VIII. Employee Comments (Optional)

IX. Acknowledgment

I have received this performance evaluation and been given an opportunity to review it with my supervisor.

I agree with this performance evaluation

Employee Signature

Date

I disagree with this performance evaluation

Supervisor Signature

Date

Supervisor Name

Supervisor EE ID

X. Approval

Approver Signature

Date

Approver Name

Approver EE ID