

FORM 363L (Rev. 5/2001) - EMPLOYEE PERFORMANCE REVIEW

GENERAL INFORMATION		TYPE REPORT Interim	
EMPLOYEE NAME Mr Steven W. Todd	AGENCY DEP	EMPLOYEE NUMBER 461178	
CLASS TITLE Cvl Eng Mgr Hydr	SUPERVISOR? Yes	STATUS CS	
ORGANIZATION 3130-Project Development Division		RATING PERIOD FROM 6/1/2010 TO 1/14/2011	
SUPERVISOR NAME Mr Joseph G Capasso			

GENERAL INSTRUCTIONS

Verify/complete General Information. Indicate whether employee is a supervisor or non-supervisor.

Review with the employee the employee's job description, job standards (expectations/objectives/duties) for the rating cycle to ensure the appraisal relates to the specific responsibilities, job assignments, and standards that were conveyed to the employee for the rating cycle.

Base the appraisal on the employee's performance during the entire review period, not isolated incidents or performance prior to the current review period. Obtain/review necessary input and supporting data.

Rate each factor in relation to the standards established and the guidelines listed on the form for each rating.

Provide an overall rating based on the rating of the individual factors, adherence to significant performance standards, and accomplishment of essential functions. Each factor need not be of equal weight but comments should justify significant differences impacting on the overall rating.

Assess employee strengths and identify opportunities where the employee could improve or requires additional knowledge or skill. Include projected development needs to meet anticipated assignments during the next rating period. Obtain employee input regarding their training needs. When rating employees, consider their participation and willingness to participate in employee development opportunities.

The *comments sections* should be used to: support performance ratings, indicate problem areas and provide guidance to employees on how to improve performance. *Comments MUST be provided for outstanding, needs improvement, and unsatisfactory ratings,* and are highly recommended for all other ratings. Supervisor, reviewing officer, and employee comments are to be relevant and job related.

Discuss/obtain comments and signature/date of reviewing officer before discussion with employee.

Sign/date the form, meet with employee to discuss the rating, and obtain the employee's signature/date/comments. Arrange for reviewing officer discussion if requested.

Update with the employee the job description, essential job functions, and performance standards/objectives for the next rating cycle.

COMMUNICATION OF PERFORMANCE STANDARDS

Indicate when you conveyed job standards to the employee and when progress review(s) was conducted:

1. Performance standards (objectives, duties, expectations, etc.) for this rating period were conveyed to employee on:

2. Progress Review(s) was conducted on (at least one during rating cycle):

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JOB FACTORS

1. Job Knowledge/Skills Measures employee's demonstrated job relevant knowledge and essential skills, such as work practices, policies, procedures, resources, laws, customer service, and technical information, as well as the relationship of work to the organization's mission. Also measured are the employee's self-improvement efforts to enhance skills and knowledge and to stay current with changes impacting the job.

Outstanding	Commendable	Satisfactory	Needs Improvement	Unsatisfactory
	X			
<ul style="list-style-type: none">• Possesses superior job skills and knowledge; effectively applies them to work assignments.• Willingly mentors staff; shares knowledge.• Seeks/applies innovative and relevant techniques.	<ul style="list-style-type: none">• Work reflects thorough and current knowledge/skill of job and impact on agency activities/related resources.• Uses opportunities to expand knowledge/skills, sharing information with staff.	<ul style="list-style-type: none">• Work reflects adequate knowledge/skills for job.• Has some knowledge of related work.• Stays current with major changes impacting on knowledge or skill. Accepts change.	<ul style="list-style-type: none">• Often demonstrates a lack of basic or sufficient job knowledge/skills to perform routine functions of the job.• Occasionally is resistant to changing knowledge and/or skill requirements or processes, including opportunities for knowledge/skill enhancement.	<ul style="list-style-type: none">• Consistently demonstrates a lack of basic job knowledge and/or skills to perform job.• Rarely takes advantage of available skill enhancement or training opportunities.• Often is resistant to changing requirements.

Comments: Mr. Todd has shown a wide range of job knowledge related to the Civil Engineering field.

2. Work Results Measures employee's results in meeting established objectives/expectations/standards of quality, quantity, customer service, and timeliness both individually and in a team.

Outstanding	Commendable	Satisfactory	Needs Improvement	Unsatisfactory
	X			
<ul style="list-style-type: none">• Work consistently exceeds expectations of quality, quantity, customer service, and timeliness.	<ul style="list-style-type: none">• Work frequently exceeds expected quality, quantity, customer service, and timeliness standards.	<ul style="list-style-type: none">• Work usually meets expectations of quality, quantity, customer service, and timeliness.	<ul style="list-style-type: none">• Often has difficulty meeting expected quality, quantity, customer service, and/or timeliness standards.	<ul style="list-style-type: none">• Consistently fails to meet expected quality, quantity, customer service, and/or timeliness standards.

Comments: Mr. Todd is a diligent worker and completes his assignments in a timely manner.

3. Communications Measures employee's performance in exchanging information with others in an effective, timely, clear, concise, logical, and organized manner. Communications include listening, speaking, writing, presenting, and sharing of information. Consideration is given to client/data complexity/sensitivity.

Outstanding	Commendable	Satisfactory	Needs Improvement	Unsatisfactory
	X			
<ul style="list-style-type: none">• Consistently communicates in clear, effective, timely, concise, and organized manner.• Is articulate and persuasive in presenting, soliciting complex or sensitive data.	<ul style="list-style-type: none">• Frequently communicates in an effective, timely, clear, concise, and organized manner.• Proficiently organizes and presents difficult facts and ideas orally and in writing.• Seeks/provides feedback.	<ul style="list-style-type: none">• Usually communicates effectively and exchanges relevant information in a timely manner.• Speaks and writes clearly.• Keeps others informed.• Listens with understanding.	<ul style="list-style-type: none">• Often fails to communicate effectively or in a timely manner.• Lacks clarity of expression orally or in writing.• Is inconsistent in keeping others informed.• At times, fails to listen effectively.	<ul style="list-style-type: none">• Consistently fails to communicate effectively or timely.• Often does not keep others informed.• Is an ineffective listener and/or frequently interrupts.

Comments: Mr. Todd keeps his supervisor aware of project progress and potential problems. He also communicates well both orally and in writing.

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4. Initiative/Problem Solving Measures the extent to which the employee is self-directed, resourceful, and creative in performing job duties individually or in a team. Also measures employee's performance in identifying and resolving problems; following through on assignments; and initiating or modifying ideas, methods, or procedures to provide improved customer service, redesign business processes, and accomplish duties.

Outstanding	Commendable	Satisfactory	Needs Improvement	Unsatisfactory
	X			
<ul style="list-style-type: none"> Consistently resolves unit/team problems and promotes improvements. Maximizes resources, innovation/technology to streamline/improve. Analyzes full dimension of complex problems. Requires minimal supervision. 	<ul style="list-style-type: none"> Prevents/resolves unit/team problems. Suggests innovations to improve operations or streamline procedures. Defines and analyzes complex problems. Develops/implements solutions with moderate supervision. 	<ul style="list-style-type: none"> Addresses existing and significant potential problems. Suggests or assists in developing solutions individually or in a team. Carries through solution implementation with routine supervision or follow-up. 	<ul style="list-style-type: none"> Resolves routine problems. Exhibits little initiative in identifying problems, solutions, or improvements and/or working proactively as part of a team to address issues of concern. Requires more than routine supervision. 	<ul style="list-style-type: none"> Consistently fails to recognize or seek help in resolving routine problems. Demonstrates inability to work individually or in a team. Rarely suggests improvements. Requires frequent reminders and supervision.

Comments: Mr. Todd is beginning to utilize his past knowledge in addressing problems on his current design and construction projects.

5. Interpersonal Relations/EEO Measures employee's development and maintenance of positive and constructive internal/external relationships. Consideration should be given to the employee's demonstrated willingness to function as a team player, give and receive constructive criticism, accept supervision, resolve conflicts, recognize needs and sensitivities of others, and treat others in a fair and equitable manner. Supervisors and team leaders also are to be assessed on their demonstrated commitment to Equal Employment Opportunity, diversity, and proactive actions to prevent/address all forms of discrimination.

Outstanding	Commendable	Satisfactory	Needs Improvement	Unsatisfactory
	X			
<ul style="list-style-type: none"> Consistently promotes and maintains a harmonious/productive work environment. Is respected and trusted and often viewed as a role model. Actively promotes EEO/diversity programs. 	<ul style="list-style-type: none"> Frequently fosters teamwork, cooperation, and positive work relationships. Handles conflict constructively. Promotes and adheres to EEO/diversity program requirements. 	<ul style="list-style-type: none"> Usually interacts in a cooperative manner. Avoids disruptive behavior. Deals with conflict, frustration appropriately. Treats others equitably. Adheres to EEO/diversity program requirements. 	<ul style="list-style-type: none"> Often has difficulty getting along with others. Allows personal bias to affect job relationships. Requires reminders regarding needs and sensitivities of others. Inconsistently adheres to EEO/diversity program requirements. 	<ul style="list-style-type: none"> Interpersonal relationships are counter-productive to work unit or team functions. Often ignores EEO/diversity program requirements.

Comments: Mr. Todd maintains good work relations with management, staff, peers, and the general public.

6. Work Habits Measures employee's performance relative to efficient methods of operation, customer service, proper conduct, speech, ethical behavior, and Commonwealth/agency/work unit policies and procedures, such as attendance, punctuality, safety, security, proper care and maintenance of assigned equipment, and economical use of supplies.

Outstanding	Commendable	Satisfactory	Needs Improvement	Unsatisfactory
	X			
<ul style="list-style-type: none"> Work reflects maximum innovative use of time and resources to consistently surpass expectations and improve operations. Serves as role model with regard to work policies and safety standards. 	<ul style="list-style-type: none"> Frequently plans/organizes work to timely and effectively accomplish job duties with appropriate use of resources. Suggests/implements improvements and exceeds organizational work/safety rules and standards. 	<ul style="list-style-type: none"> Work is planned to meet routine volume and timeliness and usually fulfills operational and customer service needs. Adheres to organizational work policies/safety rules and procedures with few exceptions. 	<ul style="list-style-type: none"> Frequently lacks organization and planning of work and does not adequately use available resources. Often does not meet standards in complying with work policies/safety rules and/or care of equipment. 	<ul style="list-style-type: none"> Consistently fails to meet expected standards due to lack of effective organization, use of equipment/resources, or inattention to customer service needs. Resists established work policies/safety rules and procedures.

Comments: Mr. Todd organizes his work load in a professional manner.

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7. Supervision/Management (Required for all supervisors/managers) Measures leadership, judgment, initiative, and achievement of expectations. Effectively manages program/projects, employees, budget, technology, and organizational change to produce positive results. Engages in strategic planning and measurement, performance management, teamwork, staff development, and recognition of accomplishments. Promotes customer service, diversity, inclusiveness, collaboration, effective communication, and positive labor/management relations. Uses innovation and fulfills administrative requirements.

Outstanding	Commendable	Satisfactory	Needs Improvement	Unsatisfactory
	X			
<ul style="list-style-type: none">• Regularly exceeds expectations.• Implements innovative policies, resources, and technology to maximize efficiency and service.• Committed to and promotes excellence; leads by example energizing performance and teamwork.• Uses and encourages creative decisions and solutions.• Acts as positive change agent.	<ul style="list-style-type: none">• Meets and frequently exceeds expectations.• Improves efficiency and customer service.• Provides staff with innovative and constructive direction, delegation, feedback, mentoring, and recognition.• Adheres to performance management/administrative policies.• Makes sound decisions.• Promotes and maintains teamwork, inclusiveness, respect, and creativity.	<ul style="list-style-type: none">• Meets most expectations timely and effectively.• Maintains acceptable efficiency and customer service.• Provides staff necessary direction, feedback, development, and recognition.• Makes decisions that usually reflect sound judgment.• Usually adheres to administrative policies.• Encourages innovation, teamwork, and inclusiveness.	<ul style="list-style-type: none">• Often fails to meet expectations timely and effectively.• Efficiency and customer service occasionally falls below standards.• Inadequately directs, trains, monitors, and recognizes staff.• Inadequately fulfills administrative and performance management functions.• Often lacks good judgment in decisions.• Lacks leadership in promoting innovation, teamwork, and inclusiveness.	<ul style="list-style-type: none">• Consistently fails to meet expectations timely or effectively.• Delivers unacceptable customer service or operational efficiency.• Disregards or ineffectively provides staff direction, monitoring, and development.• Often ignores performance management or administrative policies.• Is indecisive or lacks good judgment.• Resists change.

Comments: Now that Mr. Todd has a full section compliment he has free reign in utilizing his staff to the best of their abilities.

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OVERALL RATING

Instructions: Provide an overall rating based on the rating of the individual factors, adherence to significant performance standards, and accomplishment of essential functions. This rating provides an overall impression of job performance that is supported by the job factor ratings, not necessarily an average of those ratings. Thus, each factor need not be of equal weight but comments should justify significant differences impacting on the overall rating.

Outstanding	Commendable	Satisfactory	Needs Improvement	Unsatisfactory
	X			
• Employee consistently and significantly exceeds job expectations and standards and demonstrates a high degree of initiative, customer service, and quality of work.	• Employee meets and frequently exceeds job expectations and standards and demonstrates a high degree of initiative, customer service, and quality of work.	• Employee meets the expectations and standards of the employee's job in a fully adequate way.	• Employee meets many of the expectations of the job in a satisfactory manner but often fails to adequately meet some of the expectations or standards. Improvement is required.	• Employee fails to meet many job expectations and standards. Performance deficiencies must be corrected.

Overall Comments: Mr Todd has grown more comfortable in his position as section chief and understanding the Flood Protection Program.

Employee Strengths: (Identify strong attributes, abilities, or proficiency in an area, to maximize the employee's contribution to the organization in utilizing these abilities and skills and to identify potential mentor relationships.)

Comments:

Mr. Todd has shown a strong interest in attending meetings and being on committees representing the Bureau. He also has a more diverse engineering background in the private sector that he shares with staff to get a different point of view on our projects and in addressing potential problems.

Opportunities for Development: (Identify knowledge, skills, and abilities that may need improvement. Address developmental activities to assist the employee in addressing either areas of concern or opportunities for professional growth.)

Comments:

Mr. Todd should plan to attend DEP's standard course requirements which are "Effective Presentations" and "Effective Writing", as well as others he feels may be beneficial. He also needs to make sure he meets the education requirements to maintain his PE license.

Rater's Signature:

Date:

1/7/2011

REVIEWER'S COMMENTS

Comments:

Mr. Todd is continuing to learn about the design and construction of flood protection projects. He is also growing as a supervisor and must continue to communicate potential major issues on projects with his chain-of-command. His work experience with the private sector provides a fresh perspective on projects that is helpful but he also has a learning curve on the processes and procedures of working at a state agency. Mr. Todd has shown initiative in taking the lead on grant programs and attending advisory committee meetings related to flood protection and that has been beneficial to the bureau operations.

Reviewer's Signature:

Date:

1/7/2011

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EMPLOYEE'S COMMENTS



I AGREE WITH THIS RATING

I DISAGREE WITH THIS RATING

I WOULD LIKE TO DISCUSS THIS RATING WITH MY REVIEWING OFFICER

DISCUSSIONS WITH MY REVIEWING OFFICER
OCCURRED

(DATE)

I ACKNOWLEDGE THAT I HAVE READ THIS REPORT AND I HAVE BEEN GIVEN AN OPPORTUNITY TO
DISCUSS IT WITH THE EVALUATOR; MY SIGNATURE DOES NOT NECESSARILY MEAN THAT I AGREE
WITH THE REPORT.

Comments:

Employee's Signature:

Date:

1/7/11