New Jersey Schools Insurance Group

Employee Performance Evaluation

1.	. Part One: Information. To be completed by the manager/supervisor.						
	1.1. Employee Name: Click here to enter text.						
	1.2. Department: Click here to enter text.						
	1.3. Job Title: Click here to enter text.						
	1.4. Evaluation Period: 7/1/2021 to 6/30/2022						
	1.5. Job Description:						
	☐ Employee job description has been reviewed during this evaluation and no changes have been made to the job description at this time.						
	 Employee job description has been reviewed during this evaluation and modifications have been proposed to the job description. Part Two: Prior performance goals. To be completed by the manager/supervisor. 						
2.							
	☐ Employee performance goals from the last evaluation have been reviewed.						
☐ Employee has not been previously evaluated using this form.							
3.	3. Part Three : Evaluation. To be completed by the manager/supervisor.						
	Evaluation Criteria	Below Expectations	Meets Expectations	Exceeds Expectations			
Skill: Demonstrates the skills and knowledge necessary to perform assignments competently at expected level of skill.							
Administration: Demonstrates the skill necessary to plan, organize and prioritize workload (for self and direct reports, if □ □ □							

applicable).

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Evaluation Criteria	Below Expectations	Meets Expectations	Exceeds Expectations	
Accountability: Demonstrates accountability for assigned responsibilities and sees tasks through to completion in a timely manner.				
Efficiency: Demonstrates effective use of time and improving work methods and procedures as a means toward greater efficiency.				
Communication: Communicates effectively and professionally with supervisor, peers, and customers.				
Autonomy: Demonstrates ability to work independently of supervision, and also demonstrates ability to know when to ask for help.	(A)			
Cooperation: Demonstrates ability to work cooperatively with supervision or as part of a team.				
Initiative: Demonstrates willingness to take on additional responsibilities and solve more complex problems.				
Reliability: Demonstrates reliable and consistent attendance, punctuality, and ability to meet deadlines.				
Critical thinking: Demonstrates ability to analyze facts, solve problems, and demonstrate good judgment.				
Additional performance criteria				
for employees with supervisory responsibilities				
Equity: Demonstrates fairness towards all subordinates.				
Communication: Identifies performance expectations, gives timely feedback, conducts formal performance appraisals and appropriately escalates issues.				
Development: Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development.				
Delegation: Delegates responsibility and authority where appropriate, based on the employee's level, ability and potential.				
Performance Management: Takes timely and appropriate steps through coaching, counseling, corrective and disciplinary action with employees.				
Leadership : Demonstrates the appropriate behaviors, job skills, business decisions and treatment of members, partners,				

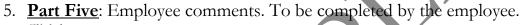
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Evaluation Criteria	Below	Meets	Exceeds
	Expectations	Expectations	Expectations
peers and employees to set a positive example throughout the organization and help the organization achieve its mission.			

4.	Part Four: Performance	goals along	with expected	progress	milestones	for next
	review. To be completed	by the mana	ger/supervisor.			

Click here to enter text.



Click here to enter text.

- 6. Part Six: Signatures.
 - 6.1. Employee:

Date: _____

(Signature does not denote agreement with official review and means only that the employee was given the opportunity to discuss the review with the manager/supervisor.)

6.2. Evaluated by:

Signature:

Date:

Print Name:

Title: _____