**Geneva Housing Authority**

PERFORMANCE EVALUATION

Maintenance Department –General Maintenance Staff

###### **Rating Summary**

Section A – Work Performance \_\_\_\_\_\_\_

64 Maximum Points

Section B – Factors Influencing Performance\_\_\_\_\_\_\_

*40 Maximum Points*

Section C – Quality of Service \_\_\_\_\_\_\_

*48 Maximum Points*

 Section D – Other Performance Factors \_\_\_\_\_\_\_

28 Maximum Points

 **TOTAL RATING POINTS**

**180 Maximum Points**

 **0 - 89 = Poor Performance**

 **90 - 134 = Satisfactory Performance**

**135 - 161 = High Performance**

**162 - 180 = Superior Performance**

Employee Information:

 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Current Rate/Salary: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Service Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Last Evaluation:\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation Prepared by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_& CEO

Date of this Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed with Employee by: \_\_\_\_\_\_\_\_\_

Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Section A. - Work** **Performance *(Maximum Points – 64)***

#### JOB KNOWLEDGE – has a solid understanding of all phases of public housing operations, especially in Maintenance Operations.

####   *0 pts. 2 pt. 4 pts. 6 pts. 8 pts*.

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

X

**Personal Accountability –** Understands how their daily responsibilities support and maintain the larger systems. Demonstrates an ability to re-prioritize tasks as unplanned events occur to ensure department goals are ultimately met. Ensures handoffs to others are timely and accurate. Demonstrates an ability to multi-task to ensure department goals are met as planned. Ensures work area is free of clutter; uses only approved electrical/office equipment.

####  *0 pts. 2 pt. 4 pts. 6 pts. 8 pts*.

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

#### DEDICATION/COMMITMENT – Takes steps to ensure that work is completed despite challenging circumstances. Is not hindered by dwindling resources. Displays willingness to “go the extra mile” when necessary

####

 *0 pts. 2 pt. 4 pts. 6 pts. 8 pts.*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

# **PLANNING / ORGANIZATION –** ability to anticipate and analyze problems; maps effective solutions. Ability to arrange work, prioritizes and plans work activities, and efficiently apply resources.

 *0 pts. 2 pt. 4 pts. 6 pts. 8 pts.*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

#### ADMINISTRATIVE FOLLOW-UP – Has a clear plan for tracking open items and completing them on a timely basis.

*0 pts. 2 pt. 4 pts. 6 pts. 8 pts.*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**MAINTENANCE MANAGEMENT –** accurately and concisely reports the maintenance condition; management practices and policies that are designed to maintain a sound long-range condition.

 *0 pts. 2 pt. 4 pts. 6 pts. 8 pts.*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**Resourcefulness / Results -** Uses equipment, resources and work time in an efficient and effective manner. Reports waste or inefficiencies to immediate supervisor. Brings improvement solutions to immediate supervisor for discussion.

 *0 pts. 2 pt. 4 pts. 6 pts. 8 pts.*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**Completing work tasks -** Consistently completes assigned work completely, accurately, neatly, and on time.

 *0 pts. 2 pt. 4 pts. 6 pts. 8 pts.*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**Comments**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### **Section B – Factors Influencing Performance *(Maximum Points – 40)***

**ADAPTABLE & RESILIENT** – responds positively to a changing workplace and changing local conditions; does not hold fast to the status quo. Energy and motivation maintained in spite of constant demands; handles stress well.

Rating \_\_\_\_

*0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

 Unacceptable Poor Acceptable Good Excellent

#### PHYSICAL ABILITY – is capable of performing the duties as required.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

#### PUNCTUALITY & ATTENDANCE – Measure of the employee’s overall attendance

#### and punctuality over the period being assessed..

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**TIMING –** makes decisions when sufficient information is available, implements action when appropriate.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

#### CONFLICT RESOLUTION – ability to defuse difficult situations and present a fair resolution.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**ACCEPTS DIRECTION –** aggressively responds to the direction of the Supervisor; not sidetracked by the subordinate staff but recognizes their concerns.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**ETHICAL –** conforms to the high standards of the profession; knows, follows and promotes the Code of Ethics of a Public Housing Authority.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

#### SENSITIVITY – listens and understands the position and circumstances of others; communicates that understanding.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**time management –** practices good time management.

 *0 pts. 1 pt. 2 pts. 3 pts. 4 pts.*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**ORGANIZATIONAL SKILLS –** Maintains good organization within workspace and in work habits.

 *0 pts. 1 pt. 2 pts. 3 pts. 4 pts.*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**Comments**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### **Section C. – Quality of Services *(Maximum Points – 48)***

**QUALITY OF HOUSING AUTHORITY SERVICES –** how well do the direct services provided meet the need of the Housing Authority.

**TOOL AND EQUIPMENT USE AND CARE** – appropriately uses tools and equipment in a safe and competent manner, performs routine maintenance and cleaning to insure proper functionality and safety.

#### *0 pts. 2 pts. 4 pts. 6 pts. 8 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**QUALITY OF WORK ORDER COMPLETION** – work is completed in a competent manner utilizing proper practices, reducing or eliminating the need to return and is acceptable given available resources.

#### *0 pts. 2 pts. 4 pts. 6 pts. 8 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**TIMELY WORK ORDER COMPLETION** – work is completed in a timely manner considering what is reasonable for the assigned task.

Rating \_\_\_\_

#### *0 pts. 2 pts. 4 pts. 6 pts. 8 pts*

 Unacceptable Poor Acceptable Good Excellent

**VACANT UNIT TURNAROUND** – consistent quality approach is applied to all vacant unit work in preparation for a new resident.

#### *0 pts. 2 pts. 4 pts. 6 pts. 8 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**PHAS as TEAM** – Public Housing Assessment System overall scoring. Rating in this area is based on annual PHAS scoring obtained from HUD (team effort).

#### *0 pts. 4 pts. 8 pts*

Rating \_\_\_\_

 Troubled Status Standard Performer High Performer

**OVERALL QUALITY OF WORK** – overall quality of work meets the expected standard.

#### *0 pts. 2 pts. 4 pts. 6 pts. 8 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**Comments**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Section D. – Other Performance Factors *(Maximum Points – 28)***

#### CREATIVITY – ability to offer improvements of methods, rules & policies, etc. by new ideas.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**HONEST-FAIR –** consistently open and straightforward; impartial.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**COMMUNICATIONS WITH CONTRACTORS/VENDORS –** carries good relations with Contractors or Vendors insuring quality service/pricing.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**COMMUNICATIONS WITH THE PUBLIC, RESIDENTS, PARTICIPANTS & LANDLORDS –** carries out good public relations.Interacts appropriately with customers and the general public. Treats both with respect.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

#### PROFESSIONAL DEVELOPMENT/Continuous Learning – takes action to acquire new knowledge and skills; encourages employees to do the same. Accepts feedback to improve personal performance. Accepts new tasks in a positive manner.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**TEAMWORK - Interaction with Other sTAFF / Communication -** Assists others as needed to ensure departmental processes and procedures are performed appropriately. Listens carefully to understand; asks questions to clarify. Works well as part of a team valuing others’ differing perspectives**-** Maintains good relations with co-workers. Understands and promotes the need for teamwork.

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

Rating \_\_\_\_

 Unacceptable Poor Acceptable Good Excellent

**GHA’S MISSION -** Maintains a positive attitude in regard to the mission of the Housing Authority and the population served. Understands and accepts the Housing Authority’s mission, and refrains from negativity in conducting daily tasks.

Rating \_\_\_\_

#### *0 pts. 1 pt. 2 pts. 3 pts. 4 pts*

 Unacceptable Poor Acceptable Good Excellent

**Comments**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section E. – Overall Evaluation

**Major strengths:**

**Major weaknesses**

**Past Objectives & Accomplishments:**

**Future Objectives:**

**Employee’s Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Employee’s Signature* *Chief Executive Officer*

*Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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  *Director of Housing Operations*

 *Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*