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| **<POSITION TITLE>****ACE****ACCOUNTABILITY & COMPETENCY EVALUATION** |

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| --- | --- | --- | --- | --- | --- |
| Employee Name |  | Employee # |  | Evaluation Date |  |
| Supervisor Name |  | Employee # |  | [ ]  3 Month [ ]  5 Month [ ]  Annual |

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| --- |
| **RATING SCALE** |
| **U** | **Unsatisfactory Performance** | Performance was consistently unsatisfactory; significant improvement is required. |
| **I** | **Improvement/Development Needed** | Performance needs improvement; development encouraged in this area. |
| **S** | **Successful Performance** | Consistently met expectations; solid contributor. |
| **E** | **Exceptional Performance** | Consistently exceeded expectations; role model. |
| **ACCOUNTABILITIES** |
| *Select* ***five to eight*** *key accountabilities from the ACE Guide and rate the employee’s performance on those accountabilities.* | **Rating** |
| **Accountability** |  |
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| **Accountability**  |  |
| **Supervisor comments:** *\*Required for all ratings other than S* |
| **COMPETENCIES** |
| *Select & rate employee’s performance on* ***five to eight*** *key competencies from the ACE Guide.***Professionalism is required.** |
| **Competency** | **Rating** | **Competency** | **Rating** | **Competency** | **Rating** |
| [ ]  Adaptability |  | [ ]  Creativity/Innovation |  | [ ]  Initiative |  |
| [ ]  Assertiveness |  | [ ]  Customer Service  |  | [ ]  Organizational Awareness |  |
| [ ]  Attention to Detail |  | [ ]  Decisiveness |  | [ ]  Planning & Organization |  |
| [ ]  Communication |  | [ ]  Developing Others |  | [ ]  Problem Solving |  |
| [ ]  Composure |  | [ ]  Empathy |  | [ ]  Relationship Building |  |
| [ ]  Conflict Management |  | [ ]  Influence |  | [ ]  Teamwork |  |
| [ ]  Continuous Learning |  | [ ]  Information Seeking |  | [ ]  Team Leadership |  |
| ☒Professionalism(Integrity, Responsibility, Attendance, Dependability, Confidentiality, Commitment, Respect) |  |
| **Supervisor comments:** *\*Required for all ratings other than S* |
| **DEVELOPMENT/ADDITIONAL COMMENTS** |
| *Use this space to document any development needed or required.* |
| **Development Opportunity** |
| **Additional Supervisor Comments:**  |
| **Employee Comments:**  |
| **SIGNATURES** |
| **Employee:** | **Date:** |
| **Supervisor:** | **Date:** |
| **Next-level Supervisor:** | **Date:** |