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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** | | | | | | | | |  |
| **Accountability** | | | | | | | | |  |
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| **Accountability** | | | | | | | | |  |
| **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:** | | |