

**APHL
Lab Director Transitions Guide
Online Toolkit**

[Headline]

Lab Director Performance Review Form

How to discuss and evaluate the director's job performance

Throughout the first year and beyond, this evaluation will help facilitate communication between lab directors and their supervisors during incremental reviews. Mentors, managers and supervisors should use this form as a mechanism to discuss both expectations of job performance and evaluation of actual performance.

Information	
Name: _____	Fiscal Year: _____
Supervisor's Name: _____	Rating Period: _____
Job Classification/Status: _____	

Does the employee's Position Description (PD) accurately reflect the current and anticipated duties and responsibilities for the upcoming review period? If no, modify the PD as required before beginning the review period.

Yes No; Date Modified: _____

Ratings:

- 4 = Outstanding:** Exceptional performance. Achievements are always clearly superior to the level of performance required for the job.
- 3 = Exceeds Standards:** Extends beyond expected performance most of the time. Employee does more than is asked.
- 2 = Meets Standards:** Good performance. Employee is fully experienced or competent and meets both the required and expected results for the job.
- 1 = Needs Improvement:** Performance needs work. Job requirements and results were partially met. Employee needs to improve to meet the standards expected of a competent employee.
- 0 = Unsatisfactory:** Performance is unacceptable. Employee shows no significant progress or improvement.

Position-specific performance standards <i>Describe each job-specific function and rate employee's performance on each.</i>		Mid-cycle rating	End-cycle rating
1			
2			
3			
4			
5			
Number of position-specific performance elements rated:			

Behavioral elements <i>Rate employee's performance on each element.</i>		Mid-cycle rating	End-cycle rating
Work ethic			
1	Maintains good attendance. (The use of FMLA-qualifying leave should not be considered.)		
2	Follows call-in/leave policies.		
3	Reports to work area on time and does not leave until designated time.		
Teamwork			
4	Works cooperatively with others to implement departmental goals.		
Communication			
5	Speaks effectively.		
6	Writes effectively (clear, organized and uses appropriate grammar, punctuation).		
7	Interacts positively with co-workers.		
Customer service (if applicable)			
8	Strives to meet customer requirements.		
9	Is courteous to customers and co-workers.		
10	Provides timely, accurate and appropriate information to customers.		

11	Presents a professional image in attire and maintenance of workspace.		
12	Keeps commitments and follows through on customer requests.		
Initiative			
13	Solves problems without being asked.		
14	Works to continuously improve processes.		
15	Engages in opportunities for self-improvement.		
Work performance			
16	Appropriately prioritizes work.		
17	Completes assignments accurately and on time.		
18	Maintains confidentiality.		
19	Exercises appropriate judgment.		
20	Follows directions.		
Number of behavioral elements rated:			
Total number of elements rated:			

Mid-cycle Rating				
Outstanding	Exceeds standards	Meets standards	Needs improvement	Unsatisfactory
4.0 - 3.75	3.74 - 2.75	2.74 - 1.75	1.74 - 0.75	0.74 - 0.0

Tasks to be achieved before the end-cycle rating:
Training recommendations:
Supervisor's comments:
Employee's comments:

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

By my signature I attest that I understand and adhere to the (state code, local code): _____

Division manager: _____ Date: _____

End-cycle rating				
Outstanding	Exceeds standards	Meets standards	Needs improvement	Unsatisfactory
4.0 - 3.75	3.74 - 2.75	2.74 - 1.75	1.74 - 0.75	0.74 - 0.0

Tasks to be achieved before the next mid-cycle rating:
Training recommendations:
Supervisor's comments:
Employee's comments:

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

By my signature I attest that I understand and adhere to the (state code, local code): _____

Appointing authority: _____ Date: _____