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**Performance Evaluation Form**

  **Parking & Transportation Form**

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| --- |
| Employee Name: |
| Title: |
| Department: |
| Supervisor:  |

**EVALUATION PERIOD:**

From (Mo/Yr): \_\_\_\_\_\_\_\_\_\_\_

To (Mo/Yr): \_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF APPRAISAL:

Annual: \_\_\_\_\_\_\_\_\_\_\_\_\_

Provisional: \_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL SCORE: \_\_\_\_\_\_\_\_\_

Loyola University Maryland’s Performance Evaluation Form is designed to link employee performance to Loyola’s mission and values as reflected in the Jesuit tradition and to provide guidance and consistency to the evaluation process. It assists the supervisor in making decisions about merit increases, promotions and continuing employment. It should be used to summarize and evaluate the employee’s overall performance for the past year, to establish results to be achieved for specific tasks or projects for the next year, and to identify professional development goals to enable the employee to enhance performance in their current position or to prepare them for future growth.

**Procedures**

1. The supervisor encourages the employee to complete a self-evaluation which will be used as input in the formal evaluation.
2. The supervisor prepares the evaluation. Any category where employees are not meeting expectations must be addressed with comments.
3. The second level supervisor approves the evaluation.
4. The supervisor discusses the evaluation with the employee and adds final comments.
5. The employee adds comments and signs off. The supervisor signs off and forwards it to the human resources office for the employee file.

***Questions regarding Loyola’s performance management process can be addressed to Human Resources at*** ***performancereview@loyola.edu*** ***or by calling at 410-617-2354.***

**General Job Description**

Driver: Responsible to the Manager of Transportation & Transportation Supervisor for CDL Driving Responsibilities. The driver is also responsible for driving Loyola vehicles on a daily and emergency basis. This includes a 44 passenger bus and lift equipped units. The driver is also responsible for performing light maintenance. Parking Ambassador: Greets visitors to the university, collects fees for parking and answers visitor questions.

Motor Pool Assistant: Serves as a back-up shuttle or charter bus driver, cleans and performs light maintenance on fleet vehicles, and provides assistance in vehicle issuance.

**Performance Levels**

The performance levels described below are consistent with those used to determine merit increase ranges. Use these descriptions/levels when completing this section. Select the rating that best describes performance for each competency.

**EXCEPTIONAL (5):** Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work.

**EXCEEDS EXPECTATIONS (4)**: Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.

**MEETS EXPECTATIONS (3):** Meets all relevant performance standards. Occasionally exceeds desired results or objectives in one or more areas.

**BELOW EXPECTATIONS (2):** Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.

**NEEDS IMPROVEMENT (1)**: Consistently falls short of performance standards.

**Productivity/Quality**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
| Completes assigned tasks in a timely manner  |  |  |  |  |  |  |
| Organizes/plans assignments well |  |  |  |  |  |  |
| Completes tasks with minimum supervision |  |  |  |  |  |  |
| Keeps personal phone use to a minimum. Does not wear ear buds.  |  |  |  |  |  |  |
| Completes assignment to departmental standards |  |  |  |  |  |  |
| Follows department uniform policy |  |  |  |  |  |  |

**Planned Skill Development:**

**Dependability**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
| Meets attendance standards  |  |  |  |  |  |  |
| Follows department standards for requesting leave |  |  |  |  |  |  |
| Meets punctuality standards  |  |  |  |  |  |  |
| Adapts well to changes in schedule |  |  |  |  |  |  |
| Complies with University/department policies and standards |  |  |  |  |  |  |
| Willingly responds to requests for overtime |  |  |  |  |  |  |

**Planned Skill Development:**

**Initiative**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
| Suggests ways to improve operations |  |  |  |  |  |  |
|  Accepts new assignments without complaint |  |  |  |  |  |  |
|  Actively seeks additional assignments when regular work is completed |  |  |  |  |  |  |
| Reports problems and special conditions to supervisor and coworkers |  |  |  |  |  |  |
| Follows the proper chain of command |  |  |  |  |  |  |
| Responds to unanticipated issues in an effective and timely manner |  |  |  |  |  |  |

**Planned Skill Development:**

**Safety**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
|  Complies with department/University safety policies/standards |  |  |  |  |  |  |
| Follows University policy when using tools and equipment |  |  |  |  |  |  |
| Wears appropriate attire for working conditions |  |  |  |  |  |  |
| Safely operates University vehicles at all times |  |  |  |  |  |  |

**Planned Skill Development:**

**Interpersonal Skills**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
|  Interacts with the university community with tact and courtesy |  |  |  |  |  |  |
| Accepts constructive criticism and instruction in a cooperative manner |  |  |  |  |  |  |
| Communicates clearly and effectively |  |  |  |  |  |  |
| Builds a rapport with guests |  |  |  |  |  |  |
| Works and interacts effectively as a member of the team |  |  |  |  |  |  |
| Maintains a professional demeanor in difficult situations |  |  |  |  |  |  |
| Demonstrates commitment to Loyola’s vision, mission and core values |  |  |  |  |  |  |

**Planned Skill Development:**

**Driver**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
| Full knowledge of all shuttle routes |  |  |  |  |  |  |
| Proficient in the use of equipment and Nextbus system |  |  |  |  |  |  |
| Demonstrates skills in technology and software related to the job |  |  |  |  |  |  |
| Follows department policy for maintaining vehicles via work orders |  |  |  |  |  |  |
| Meets department standards for preventative maintenance and performs pre and post trip inspections |  |  |  |  |  |  |

**Planned Skill Development:**

**Parking Ambassador**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
| Creates a friendly and welcoming environment for visitors to the university |  |  |  |  |  |  |
| Proficient in all fee collection methods (cash, Evergreen and credit cards) |  |  |  |  |  |  |
|  Demonstrates basic skills in fee computing, printing reports, changing tickets, ribbons, etc. |  |  |  |  |  |  |
| Maintains a clean and professional work area |  |  |  |  |  |  |
| Proficient in the operation of fee computer |  |  |  |  |  |  |
| Accurately manages cash drawers |  |  |  |  |  |  |
| Reconciles funds via the daily report and explains shortages in full detail |  |  |  |  |  |  |
| Follows department standards for filing tickets and reports |  |  |  |  |  |  |
| Checks e-mail at least three times per shift |  |  |  |  |  |  |
| Accurately labels tickets for university vehicles  |  |  |  |  |  |  |

**Planned Skill Development:**

**Motor Pool Assistant**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
|  Completes preventive maintenance and emissions testing in a timely manner |  |  |  |  |  |  |
| Manages multiple tasks effectively |  |  |  |  |  |  |
| Manages difficult situations with tact and diplomacy |  |  |  |  |  |  |
| Maintains good relationships with vendors |  |  |  |  |  |  |
| Monitors invoices for taxes and excess fees |  |  |  |  |  |  |
| Professionally and accurately checks in/checks out University vehicles |  |  |  |  |  |  |
| Provides timely relief for Parking Ambassadors at Jenkins Booth |  |  |  |  |  |  |
| Schedules and manages daily, weekly and monthly Motor Pool priorities |  |  |  |  |  |  |

**Planned Skill Development:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OVERALL EVALUATION SCORE** | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** |

**Instructions for Development Plans**

Describe the areas that need to be improved or describe suggestions for developing and reinforcing strengths in the Development Plan section. A Development Plan is required of any areas with a score of less than “3”. Contact Human Resources to learn about available training courses/programs.

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| --- |
| **Title and Development Plan** |
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|  |
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**Comments**

This section is for optional employee comments.

**Employee Comments:**

**Supervisor Comments:**

**Signatures**

My supervisor has reviewed this document with me. My signature indicates that I have reviewed this appraisal, but does not imply my agreement or disagreement with this appraisal.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next Level Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

***Please return the completed form to the human resources office. Thank you.***