

KANSAS JUDICIAL BRANCH Project Manager Performance Evaluation

Effective Date: (mm/dd/yy)	Employee Name:	Employee ID: Job Title:	Grade: Step:
District # and County: /	Dept. ID:	Rating Period: (mm/dd/yy) From: _____ To: _____	

Review Type: Please check:		
Probationary	Movement to step B	Movement to step D
Annual	Movement to step C	Movement to step E
Special		

SECTION I.

Instructions:

1. **Rating Duties:** First, make sure any duties added to your employee's position description are added to this evaluation. Next, mark ONE of the spaces provided for each duty. If your employee does not perform a listed duty, mark the space labeled *Not Applicable*. Mark the space labeled *Unacceptable* if your employee's performance of the duty fails to meet your standards. Mark the space labeled *Needs Improvement* if your employee's performance of the duty somewhat meets your standards but must be improved to fully meet your expectations. Mark the space labeled *Successful* if your employee's performance fully meets your expectations. Mark the space labeled *Beyond Expectations* only if your employee's performance is truly beyond what you would normally expect. This option should be used *only* for exceptional performance.
2. **Rating Categories:** Assign a rating of U for *Unacceptable*, S for *Successful*, or B for *Beyond Expectations* in the space to the left of each major job duty category after the duty ratings have been assigned.
3. **Full Performance Column (For employee on step C only):** Review the full performance definition below and apply it to each of the employee's assigned duties. Mark the space in the full performance column only if the employee is making satisfactory progress toward full performance or has demonstrated full performance of the duty.

Full Performance Definition

The state of possessing and applying knowledge, experience, abilities and personal attributes to perform independently all functions of the employee's position.

Category Rating U = Unacceptable S = Successful B = Beyond Expectations		<i>Performance of this duty is rated:</i>					<i>Full Performance (step C only)</i>
	<i>Not Applicable</i>	<i>Unacceptable*</i>	<i>Needs * Improvement</i>	<i>Successful</i>	<i>Beyond * Expectations</i>		
Supervision Duties							
Evaluating employees	_____	_____	_____	_____	_____	_____	_____
Disciplining employees	_____	_____	_____	_____	_____	_____	_____
Scheduling and tracking staff leave	_____	_____	_____	_____	_____	_____	_____
Ensuring staff coverage	_____	_____	_____	_____	_____	_____	_____
Allocating employee work assignments	_____	_____	_____	_____	_____	_____	_____
Monitoring staff's work product	_____	_____	_____	_____	_____	_____	_____
Handling complaints	_____	_____	_____	_____	_____	_____	_____
Facilitating, coaching, and supporting staff	_____	_____	_____	_____	_____	_____	_____
Providing regular feedback to staff	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

*** Any duties rated *Unacceptable*, *Needs Improvement*, or *Beyond Expectations* require additional documentation in Section II of this form.**

Category Rating U = Unacceptable S = Successful B = Beyond Expectations	Not Applicable	Performance of this duty is rated:				Full Performance (step C only)
		Unacceptable *	Needs * Improvement	Successful	Beyond * Expectations	
Work Processes and Results Duties						
— Applying policies and procedures	_____	_____	_____	_____	_____	_____
Applying rules and laws	_____	_____	_____	_____	_____	_____
Developing policies, procedures, and programs	_____	_____	_____	_____	_____	_____
Planning and overseeing the implementation of objectives	_____	_____	_____	_____	_____	_____
Identifying issues and offering solutions	_____	_____	_____	_____	_____	_____
Advising management of impact of changes to policies, procedures, etc.	_____	_____	_____	_____	_____	_____
Producing work products which meet deadlines	_____	_____	_____	_____	_____	_____
Assisting coworkers as needed	_____	_____	_____	_____	_____	_____
Recruiting and hiring staff	_____	_____	_____	_____	_____	_____
Training employees	_____	_____	_____	_____	_____	_____
Conducting meetings as necessary	_____	_____	_____	_____	_____	_____
Serving on committees as required	_____	_____	_____	_____	_____	_____
Providing courteous service to coworkers and public	_____	_____	_____	_____	_____	_____
Acting on feedback from others to achieve desired outcomes	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Communications Duties						
— Communicating effectively in writing	_____	_____	_____	_____	_____	_____
Communicating effectively in verbal form	_____	_____	_____	_____	_____	_____
Appropriately sharing information internally and externally	_____	_____	_____	_____	_____	_____
Serving as a liaison to the executive and legislative branches and agencies	_____	_____	_____	_____	_____	_____
Serving as an information resource to public and staff	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Program Management Duties						
— Testing programs and assisting with analysis of test results to detect problems	_____	_____	_____	_____	_____	_____
Providing continued daily support of existing and new systems for the district courts	_____	_____	_____	_____	_____	_____
Serving as team lead for the implementation and support of integrated software system	_____	_____	_____	_____	_____	_____
Coordinating equipment installs with vendors and courts and ensuring they received install instructions prior to install dates	_____	_____	_____	_____	_____	_____
Ensuring courts and vendors understand their responsibilities prior to implementation	_____	_____	_____	_____	_____	_____
Verifying equipment was installed in courts as scheduled	_____	_____	_____	_____	_____	_____
Coordinating implementation and training schedules based on resources, support, and geographic locations	_____	_____	_____	_____	_____	_____
Ensuring courts understand responsibilities of onsite training and implementation	_____	_____	_____	_____	_____	_____

Category Rating U = Unacceptable S = Successful B = Beyond Expectations	Not Applicable	Performance of this duty is rated:				Full Performance (step C only)
		Unacceptable *	Needs * Improvement	Successful	Beyond * Expectations	
Program Management Duties (cont.)						
Gathering details from courts on operations and training needs to develop district-specific materials and training	_____	_____	_____	_____	_____	_____
Working closely with district trainers to ensure each trainer understands the implementation process prior to onsite training	_____	_____	_____	_____	_____	_____
Training court employees to become implementors and trainers for courts within their districts	_____	_____	_____	_____	_____	_____
Resolving implementation problems to avoid their repetition	_____	_____	_____	_____	_____	_____
Continuously improving documents, processes, and software integration support processes	_____	_____	_____	_____	_____	_____
Supervising the collection, analysis, reporting, and maintenance of the Kansas Judicial Branch caseload statistical data	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

A

SECTION II.

1. Use the space below to explain your evaluation of any duties on which you rated your employee's performance as *Unacceptable*. Use and attach additional pages if necessary.

2. Use the space below to explain your evaluation of any duties on which you rated your employee's performance as *Needs Improvement*. Use and attach additional pages if necessary.

3. Use the space below to explain your evaluation of any duties on which you rated your employee's performance as *Beyond Expectations*. Use and attach additional pages if necessary.

4. After reviewing the current position description, note any new duties or other changes in the duties you wish the employee to undertake during the next year. These changes should be noted on an updated position description.

5. Goals for the employee during the next review period:

OVERALL PERFORMANCE RATING:

- _____ ***Beyond Expectations*** - Performance far exceeds the normal scope of the job requirements. It represents a level of performance that is rare and unusual. The employee cannot receive a rating of *Beyond Expectations* unless two or more duty categories have been rated as *Beyond Expectations* and none has been rated as *Unacceptable*.
- _____ ***Successful*** - Performance demonstrates competence and skill at one's job.
- _____ ***Unacceptable*** - Performance fails to meet the requirements of the position. An employee may receive a rating of ~~*Unacceptable*~~ if one duty category has been rated *Unacceptable*. The employee must receive a rating of *Unacceptable* if more than one duty category is rated *Unacceptable*.

FULL PERFORMANCE (For employee on step C):

1. During this rating period, the employee:
- _____ Made satisfactory progress overall toward full performance (employee must receive an overall performance rating of at least *Successful* or better.)
- _____ Did not make satisfactory progress overall toward full performance.
2. After three years on step C, the employee:
- _____ Demonstrates full performance of all duties of the position (only for employee with three *Successful* or better overall performance ratings while on step C)
- _____ Does not demonstrate full performance of all duties of the position

RECOMMENDED OUTCOMES (If applicable):

- Permanent status granted (*Successful* completion of one year of probation)
- Step movement approved (overall rating must be at least *Successful*)
- Step movement not approved
- Employment terminated
- Employee has received three overall annual performance ratings of at least *Successful* and has met the requirements for full performance.
- Other: _____

Additional Comments: Use and attach additional pages if necessary.

This is to certify I have reviewed my position description and I have been advised of my performance and I have been given the opportunity to comment. My signature does not necessarily indicate I agree with the evaluation of my performance.

Employee Signature _____ Date _____

Rater Signature _____ Date _____

Appointing Authority Signature _____ Date _____