



## SERVICE EVALUATION

**Service to be evaluated:**     Substitute     Route Number     .....Other:

**Name of Individual fulfilling this Assignment:**

**Job Title:**

**Date of Review:**

**District Representative that completed this Evaluation:**

**Assigned District:**

**PART 1: Form Instructions:** 1) Please rate the level of service performed by the METS assigned individual in the below categories. If the individual assigned is rated Above Satisfactory or Needs Improvement, then comments are required in the comment section to give examples of the reason why the individual was given this rating. 2) After this form is completed submit it to METS by clicking the submit button. METS Human Resources will use this service evaluation as well as information in the employee's personnel file to generate an Employee Evaluation form for distribution to the employee.

**PART 2: Definition of terms used:**

**Above Satisfactory:**     Regularly exceeds established standards. Leads by example.

**Satisfactory:**     Meets and/or occasionally exceeds established standards.

**Needs Improvement:**     Seldom meets established standards. Lacks consistency; seldom exceeds and often falls short of desired results.

**PART 3:** Following are the abilities and characteristics that contribute to job performance in the assigned position:

### **Job Knowledge/Skills**

METS Assigned Individual's:

- Understanding of job functions and related job functions.
- Knowledge of pertinent policies and procedures related to the assignment.
- Is productive and timely in work production.

Above Satisfactory

Satisfactory

Needs Improvement

Comments:

### **Organizational Skills**

METS Assigned Individual's:

- Efficient and quality use of time

- Ability to prioritize.
- Ability to effectively handle several assignments simultaneously.

Above Satisfactory

Satisfactory

Needs Improvement

Comments:

### **Initiative**

METS Assigned Individual's:

- Takes initiative in job related functions which require action.
- Attends classes, seminars, workshops that are a part of their assignment.

Above Satisfactory

Satisfactory

Needs Improvement

Comments:

### **Judgment**

METS Assigned Individual's: decisions reflect the capacity to think through a problem and reach an effective and appropriate decision.

Above Satisfactory

Satisfactory

Needs Improvement

Comments:

### **Adaptability**

METS Assigned Individual's:

- Works well with others.
- Is open to and will try new ideas and suggestions.
- Adapts well to new methods or conditions.
- Is flexible.

Above Satisfactory

Satisfactory

Needs Improvement

Comments:

### **Attitude**

METS Assigned Individual's:

- Displays interest in and enthusiasm for his/her assignment.
- Respects confidences and confidential information.
- Is available for work on a regular and punctual basis.

Above Satisfactory

Satisfactory

Needs Improvement

Comments:

**PART 4:** Overall Rating of the Service Provided by this METS Assigned Individual for this Assignment:

Above Satisfactory

Satisfactory

Needs Improvement

Comments:

**PART 5:** Additional Comments: