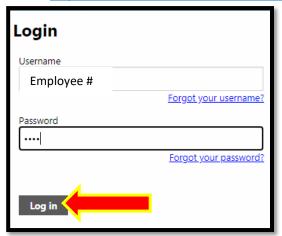
Employee Guide to Employee Evaluations

Updated 11/2023



Log into Employee Self Service (ESS).

https://monroewi.munisselfservice.com/login.aspx

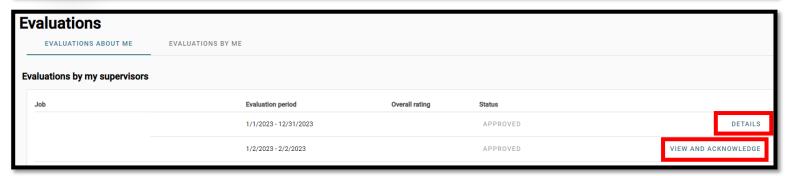


Click Performance Management.



Click View and Acknowledge OR first click Evaluations & then View and Acknowledge.





*Click Details to review old Evaluation(s).

Review your evaluation. This evaluation is pending your acknowledgement. Basic Information **Evaluation Period Begin** 01/01/2023 **Evaluation Period End** 12/31/2023 Completion Date 11/28/2023 Due Date 01/31/2024 Competencies TOTAL SCORE: 3.00 JOB KNOWLEDGE PROFICIENT 0.30 Employee is an effective and skillful worker. QUALITY OF WORK CONSISTENTLY EXCEEDS EXPECT. 0.50 Employee clearly and consistently exceeds job standards. TIME MANAGEMENT & PRODUCTIVITY PROFICIENT 0.30 Results are timely and accurate with minimal supervision. DEPENDABILITY & ATTENDANCE DEVELOPMENT OPPORTUNITY 0.10 If employee fails to improve, corrective action may be recommended. COMMUNICATION CONSISTENTLY EXCEEDS EXPECT. 0.50 Employee achieves unique, innovative, and workable solutions to projects. COOPERATION & TEAMWORK PROFICIENT 0.30 Employee recognizes and adjusts well to changes in work situations and assignments. JUDGMENT & DECISION MAKING CONSISTENTLY EXCEEDS EXPECT. 0.50 Employee achieves results well beyond expectations. ATTITUDE CONSISTENTLY EXCEEDS EXPECT. 0.50 Exceptional performance and effort are the employee's norm. Overall Text Manager Comments Overall Comments Entered, once complete click Submit

Employee Comments

Employee Comments

Acknowledgment*

I acknowledge I have reviewed my evaluation with my supervisor

I ACKNOWLEDGE THIS EVALUATION

While reviewing each Competency's rating be sure to consider the definition of each rating (noted below).

Please evaluate your staff using the rating scale below to score each Core Competency listed within this evaluation.

Rating Scale Definition

(3) Consistently Exceeds Expectations

- * Employee clearly and consistently exceeds job standards.
- * Exceptional performance and effort are the employee's norm.
- * Employee achieves result well beyond expectations.
- * Employee contributes unique, innovative, and workable solutions to projects.

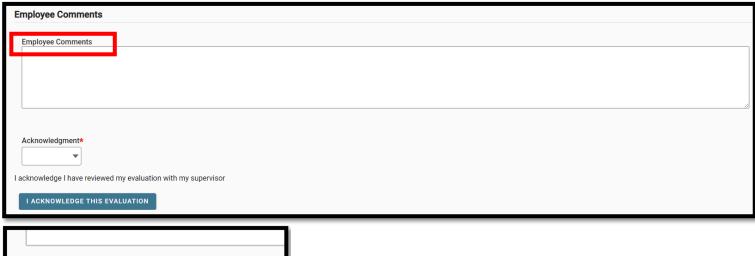
(2) Proficient

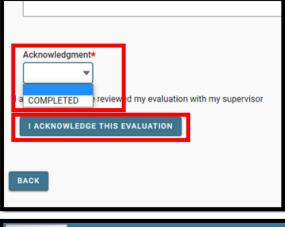
- * Employee consistently meets job standards.
- * Results are timely and accurate with minimal supervision.
- * Employee recognizes and adjusts well to changes in work situations and assignments.
- * Solid, good performance is the employee's norm.
- * Employee is an effective and skillful worker.

(1) Development Opportunity

- * Performance needs improvement in multiple areas.
- * Employee either does not meet the required job standards or only meets them occasionally.
- * Employee's work requires close monitoring to meet expectations.
- * If employee fails to improve, corrective action may be recommended.

Enter comments as desired, select Completed from the drop-down, & click I ACKNOWLEDGE THIS EVALUATION









Click Performance Management, click evaluations, & click details to review previous evaluations.

