

Severn Trent, Lititz, PA 1998

B. INTERACTIVE SKILLS

1. Interpersonal Relationships: Willingness and demonstrates ability to cooperate, work and communicate with coworkers, supervisors, subordinates or outside contacts.

Comments Outstanding effort placed on achieving a harmonious, professional work environment.

O	100-90	Points
V	89-80	
G	79-70	
I	69-60	90
U	Below 60	

2. Communication: Effectiveness of expression in individual and group situations. Ability to convey ideas clearly and concisely.

Comments Good communicator; public speaking could be a little more polished. This shall improve w/ continued exposure to public meetings. (Boro Council Meetings)

O	100-90	Points
V	89-80	
G	79-70	
I	69-60	82
U	Below 60	

C. ADMINISTRATIVE SKILLS

1. Coordination: Ability to work with others as a team and express individual viewpoint while considering and learning from the input of others.

Comments Steve is a jack of all trades and is willing to do whatever is necessary to get the job done.

O	100-90	Points
V	89-80	
G	79-70	
I	69-60	89
U	Below 60	

2. Planning and Organization: Establishes appropriate course of action for self and subordinates to accomplish goals; makes proper assignments of personnel and appropriate use of resources; sets realistic target dates.

Comments Good overall planning

O	100-90	Points
V	89-80	
G	79-70	
I	69-60	79
U	Below 60	

3. Adherence to Policies and Procedures: Properly interprets and applies company, division and/or department policies/procedures to job responsibilities.

Comments Steve has quickly acquainted himself with the company policies; he questions grey areas appropriately, and gets optimum clarification prior to acting.

O	100-90	Points
V	89-80	
G	79-70	
I	69-60	89
U	Below 60	

4. Orientation Toward Results: Ability to initiate projects, anticipate changes or needs, set new priorities, follow through and meet deadlines.

Comments Reports are on time and accurate. Could be a little more aggressive in initiating projects. a) Sludge disposal equipment b) Building heat timer

O	100-90	Points
V	89-80	
G	79-70	
I	69-60	79
U	Below 60	