



Engineering Design Firm  
9201 University City Blvd  
Charlotte, NC 28223

## Performance Evaluation

### **Purpose**

Performance evaluations are a valuable source of personal and professional development. They are used for career planning, to identify opportunities for training and development, and, of course, for making decisions regarding special job assignments and salary increases.

XLIX Engineering conducts performance evaluations for all employees annually. New employees and student interns are evaluated more frequently, especially during the 90-day probation period, to ensure that they are satisfactorily meeting expectations. XLIX uses a performance evaluation process that includes evaluations by self, peers, and direct supervisor/manager.

### **Description**

You are required to submit three (3) performance evaluations, all of which are *confidential and anonymous*. Ratings and comments are visible to team members but they do not show who submitted them. You are encouraged to use the results of your performance evaluation to identify opportunities for individual and team improvement.

Using [WebPE](#), you will rate yourself and each of your team members on 14 competencies required for professional success:

1. **KNOWLEDGE/JOB SKILLS:** Does the team member have sufficient practical/technical knowledge to perform adequately in his/her job?
2. **QUALITY OF WORK:** Is the work performed by the team member of acceptable accuracy and thoroughness for an individual at his/her position level?
3. **PRODUCTIVITY:** Is the volume/quantity of work produced by the team member acceptable?
4. **DEPENDABILITY:** Can the team member be relied upon to do what is expected and follow assignments/projects through to completion on a timely basis?
5. **TECHNICAL COMMUNICATION:** Does the team member effectively communicate, both orally and in writing, technical information that meets the needs of the intended audience?
6. **INTERPERSONAL COMMUNICATION:** Does the team member respond to the needs of others, such as keeping them abreast of activities and issues and listening and considering the ideas and opinions of others?
7. **ORGANIZATION:** Does the team member effectively prioritize and organize work assignments for optimum utilization of available resources?
8. **ATTITUDE:** Does the team member accept direction, suggestions, and instruction?
9. **TEAMWORK:** Does the team member productively contribute to the team's goals and objectives?



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10. **RESPONSIBILITY:** Does the team member accept responsibility for his/her own actions, behavior, and effect on the team?
11. **INITIATIVE:** Does the team member seek new information, generate new ideas, and/or implement new projects without being told to do so?
12. **ADAPABILITY:** Does the team member work effectively under changing conditions and circumstances?
13. **SAFETY:** Does the team member consistently adhere to the team's contract, rules and policies regarding safety to ensure a safe work environment?
14. **LEADERSHIP:** Does the team member motivate others to achieve common goals by leading by example?

Feedback must be given in a spirit of continuous improvement and constructive teamwork. Be honest, fair, kind, and tactful. Give specific examples to justify your ratings.

### ***Grading***

You must complete three performance evaluations for yourself and each of your team members throughout the semester. *Failure to submit a performance evaluation will result in a grade of zero for the assignment. Results of your performance evaluations will be used at the end of the semester to adjust final course grades.*

### ***Resources to Consider***

Reference the teamwork and handling conflict information provided in lecture.