TERESA J. WILSON, COUNTY COUNSEL
Performance Evaluation, November 2002-November 2003

1. **Oral Communications** - Consider: Clear expression of thoughts and ideas; ability to listen and share information, understanding replies or directions from others.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

===

Comments/Examples:

===

2. **Written Communications** - Consider: Composition of reports, letters, memos, proposals, and other documents; use of principles or writing such as clarity, brevity, accuracy, and logic.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

===

Comments/Examples:

===

3. **Decision Making** - Consider: Application of logic and decision-making principles; selection of a decision from among the options; effects of decisions; sharing the decision with others as appropriate; following through with decisions.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

Comments/Examples: I appreciate the options Terry & her staff provide to us. The options help to clarify some complex issues without simple solutions.

===

4. **Delegating Authority** - Consider: Assigning responsibility to others and "stepping away from" the assignment, while still maintaining control; using delegation as a means of time management; use of judgment as to which staff person can handle what level of delegation; ability to "share the limelight."

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

===

Comments/Examples:

===

5. **Leadership** - Consider: The amount and type of influence upon staff or supervisors; amount of influence upon work standards, styles and priorities; availability and accessibility to staff; setting and enforcing standards for quantity and quality of work.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ]   Declined[ ]

Comments/Examples: _Jerry is not afraid to voice her opinion with the mgmt team & us to keep issues into perspective. I wish she would do more assertive_

6. **Organizing, Coordinating, Supervising** - Consider: Organization and coordination of people and resources to get a job done; scheduling and assigning tasks to and getting results from employees; coordination of own plans with those of others; development of systems to improve work methods.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

Comments/Examples: _There never is enough staff or hours in the day to complete all the demands some have asked of our legal counsel this last year._

7. **Meeting Deadlines and Commitments** - Consider: The number of deadlines met and commitments kept; planning and scheduling of work to get expected results within allocated time; advance anticipation of problems in meeting deadlines; dependability in meeting deadlines and keeping commitments.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

Comments/Examples: ✓ I sincerely appreciate the additional hours that she + her staff put in to meet our demands

8. **Flexibility and Adaptability** - Consider: Amount of acceptance of or resistance to, changing practices, policies, procedures, priorities, and people; adjusting and responding to changing conditions; the type of techniques used to respond and adapt to changing situations; reactions to personal pressures and stress put on the County and staff.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

Comments/Examples:

9. **Public Contact and Service Skills** - Consider: The image one projects of the County; the amount of assistance given to outside persons and groups; honesty, tact, and courtesy extended to citizens; awareness of and sensitivity to community needs and attitudes.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

Comments/Examples:

10. **Job Knowledge** - Consider: Knowledge of technical aspects of the job; knowledge of work area and responsibilities; knowledge of Agency policies and procedures and their application; keeping skills and knowledge current.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

==

Comments/Examples:

==

11. **Cooperation and Participation** - Consider: Amount and quality of cooperation offered to other workers; contribution toward a productive, friendly atmosphere in the work area; adherence to policies of the department; participation to teamwork situations.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[X] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

==

Comments/Examples:

Terry is much appreciated for her ability to work with anybody & the respect she shows to those she comes in contact with

==

12. **Interpersonal Skills** - Consider: Quality of interactions including clarity and timeliness of communications, responsiveness and sensitivity to the needs of others, willingness and ability to confront conflict situations, effectiveness in giving and receiving feedback, open expression of feelings.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

==

Comments/Examples:

See #11

==

13. **Integrity** - Consider: Adherence to a code of morals, ethics, and values; soundness of ideas; degree of honesty and consistency.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[X] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ]   Declined[ ]

==

Comments/Examples: *Above reproach especially in a profession that often lacks this quality.*

==

14. **Budgeting Skills** - Consider: Translating plans, activities, and performance measures into budgets; executing plans and activities within the budget appropriation; following budges procedures and meeting budget deadlines.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

==

Comments/Examples:

==

15. **Employee Development** - Consider: Maintaining high performance by taking or initiating growth training; setting realistic objectives for employees; providing guidance and counseling; keeping own skills and knowledge current.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

==

Comments/Examples:

==

16. **Creativity and Initiative** - Consider: Inventiveness and imagination in solving problems; resourcefulness; willingness to attack problems, challenge the status quo; assertiveness and self-motivation; amount of personal responsibility taken for completion of work; commitment to goals when extra effort is required; work progress without complete direction.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[ ] 7[X]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

Comments/Examples: I would like to see Amy be a little more assertive. She has some good ideas + suggestions, but doesn't always bring them forward

17. **Diversity Implementation** - Consider: Awareness of and sensitivity to changing community needs and attitudes, practice of respectful communication; demonstrated initiative, resourcefulness, willingness to challenge the status quo and make positive changes; action taken to implement the diversity policy; leadership within the department to promote creative ideas on how to foster diversity.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

Comments/Examples:

18. **Overall Rating**

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

Rated by: Anna Mannison

Date: 12-2-03

General Comments on Teresa's Overall Performance:

You feel Teresa should be doing more of the following:

You feel Teresa should keep on doing the following:

Perseive in trying to educate & advice us on legal matters to keep some of us out of hot water

DEPARTMENT PERFORMANCE

If you work with other lawyers or the investigator in County Counsel, how do you rate their performance in the terms of:

1. **Job Knowledge** - Consider: Knowledge of technical aspects of the job; knowledge of work area and responsibilities; knowledge of Agency policies and procedures and their application; keeping skills and knowledge current.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

==

Comments/Examples:

==

2. **Meeting Deadlines and Commitments** - Consider: The number of deadlines met and commitments kept; planning and scheduling of work to get expected results within allocated time; advance anticipation of problems in meeting deadlines; dependability in meeting deadlines and keeping commitments.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[X] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

==

Comments/Examples:

==

3. **Problem Solving** - Consider: Specific definition of the problem; assembly of available information, data, or facts; review, analysis, and evaluation of the information; formulation of alternatives.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

==

Comments/Examples:

==

4. **Integrity** - Consider: Adherence to a code of morals, ethics, and values; soundness of ideas; degree of honesty and consistency.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ] Declined[ ]

==

Comments/Examples:

==

5. Any other factors you would like to comment upon.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ]   Declined[ ]

==

Comments/Examples:

==

NOTE:

1. **Oral Communications** - Consider: Clear expression of thoughts and ideas; ability to listen and share information, understanding replies or directions from others.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

Comments/Examples: Ms. Wilson does an excellent job describing the complex legal issues that surround Lane County.

2. **Written Communications** - Consider: Composition of reports, letters, memos, proposals, and other documents; use of principles or writing such as clarity, brevity, accuracy, and logic.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[X] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

Comments/Examples: Ms. Wilson writes extremely well. Examples include ballot titles, contracts and Board Orders.

3. **Decision Making** - Consider: Application of logic and decision-making principles; selection of a decision from among the options; effects of decisions; sharing the decision with others as appropriate; following through with decisions.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

Comments/Examples: Ms. Wilson is experienced and is able to assist County officials in sorting through complex legal issues.

4. **Delegating Authority** - Consider: Assigning responsibility to others and "stepping away from" the assignment, while still maintaining control; using delegation as a means of time management; use of judgment as to which staff person can handle what level of delegation; ability to "share the limelight."

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

Comments/Examples: County Counsel runs very well.

5. **Leadership** - Consider: The amount and type of influence upon staff or supervisors; amount of influence upon work standards, styles and priorities; availability and accessibility to staff; setting and enforcing standards for quantity and quality of work.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[ ] 7[X]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

Comments/Examples: Ms. Wilson shares her experience and recommendations with the Management Team and other County officers. Note: Ms. Wilson received the 2003 Laurence J. Kressel Memorial Award from her peers in the Oregon County Counsel Association.

6. **Organizing, Coordinating, Supervising** - Consider: Organization and coordination of people and resources to get a job done; scheduling and assigning tasks to and getting results from employees; coordination of own plans with those of others; development of systems to improve work methods.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

Comments/Examples: Same as 4. above.

7. **Meeting Deadlines and Commitments** - Consider: The number of deadlines met and commitments kept; planning and scheduling of work to get expected results within allocated time; advance anticipation of problems in meeting deadlines; dependability in meeting deadlines and keeping commitments.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[X] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ] Remained About the Same[X] Declined[ ]

===

Comments/Examples: To my knowledge all deadlines have been met.

===

8. **Flexibility and Adaptability** - Consider: Amount of acceptance of or resistance to, changing practices, policies, procedures, priorities, and people; adjusting and responding to changing conditions; the type of techniques used to respond and adapt to changing situations; reactions to personal pressures and stress put on the County and staff.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ] Remained About the Same[X] Declined[ ]

===

Comments/Examples:

===

9. **Public Contact and Service Skills** - Consider: The image one projects of the County; the amount of assistance given to outside persons and groups; honesty, tact, and courtesy extended to citizens; awareness of and sensitivity to community needs and attitudes.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[X] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ] Remained About the Same[X] Declined[ ]

===

Comments/Examples: Ms. Wilson represents Lane County very well, especially when asked to explain the legal basis of an ordinance, order or contract.

===

10. **Job Knowledge** - Consider: Knowledge of technical aspects of the job; knowledge of work area and responsibilities; knowledge of Agency policies and procedures and their application; keeping skills and knowledge current.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

===

Comments/Examples: Ms. Wilson is a highly competent municipal lawyer.

===

11. **Cooperation and Participation** - Consider: Amount and quality of cooperation offered to other workers; contribution toward a productive, friendly atmosphere in the work area; adherence to policies of the department; participation to teamwork situations.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

===

Comments/Examples: Ms. Wilson is always ready to assist in any way she can.

===

12. **Interpersonal Skills** - Consider: Quality of interactions including clarity and timeliness of communications, responsiveness and sensitivity to the needs of others, willingness and ability to confront conflict situations, effectiveness in giving and receiving feedback, open expression of feelings.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

===

Comments/Examples: Excellent.

===

13. **Integrity** - Consider: Adherence to a code of morals, ethics, and values; soundness of ideas; degree of honesty and consistency.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[X] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

===

Comments/Examples: Always exceptional.

===

14. **Budgeting Skills** - Consider: Translating plans, activities, and performance measures into budgets; executing plans and activities within the budget appropriation; following budges procedures and meeting budget deadlines.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

===

Comments/Examples:

===

15. **Employee Development** - Consider: Maintaining high performance by taking or initiating growth training; setting realistic objectives for employees; providing guidance and counseling; keeping own skills and knowledge current.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

===

Comments/Examples:

===

16. **Creativity and Initiative** - Consider: Inventiveness and imagination in solving problems; resourcefulness; willingness to attack problems, challenge the status quo; assertiveness and self-motivation; amount of personal responsibility taken for completion of work; commitment to goals when extra effort is required; work progress without complete direction.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

==

Comments/Examples:

==

17. **Diversity Implementation** - Consider: Awareness of and sensitivity to changing community needs and attitudes, practice of respectful communication; demonstrated initiative, resourcefulness, willingness to challenge the status quo and make positive changes; action taken to implement the diversity policy; leadership within the department to promote creative ideas on how to foster diversity.

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[ ]	8[X] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

==

Comments/Examples: Ms. Wilson always pursues an opportunity to hire under the State Bar's minority law clerk program, when resources are available.

==

18. **Overall Rating**

Exceptional	Exceeds Expectations	Successful	Needs Improvement	Unsatisfactory
10[ ] 9[X]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

Rated by: _Cecil SP_

Date: _12/3/03_

General Comments on Teresa's Overall Performance:

Another excellent year.

You feel Teresa should be doing more of the following:

Just keep coming up with creative solutions to complex legal problems.

You feel Teresa should keep on doing the following:

Keep up the good work.

DEPARTMENT PERFORMANCE

If you work with other lawyers or the investigator in County Counsel, how do you rate their performance in the terms of:

1. **Job Knowledge** - Consider: Knowledge of technical aspects of the job; knowledge of work area and responsibilities; knowledge of Agency policies and procedures and their application; keeping skills and knowledge current.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[X] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

==

Comments/Examples:

==

2. **Meeting Deadlines and Commitments** - Consider: The number of deadlines met and commitments kept; planning and scheduling of work to get expected results within allocated time; advance anticipation of problems in meeting deadlines; dependability in meeting deadlines and keeping commitments.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[X] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

==

Comments/Examples:

==

3. **Problem Solving** - Consider: Specific definition of the problem; assembly of available information, data, or facts; review, analysis, and evaluation of the information; formulation of alternatives.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[X] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

==

Comments/Examples:

==

4. **Integrity** - Consider: Adherence to a code of morals, ethics, and values; soundness of ideas; degree of honesty and consistency.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[X] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[X]   Declined[ ]

==

Comments/Examples:

==

5. Any other factors you would like to comment upon.

	Exceeds		Needs	
Exceptional	Expectations	Successful	Improvement	Unsatisfactory
10[ ] 9[ ]	8[ ] 7[ ]	6[ ] 5[ ]	4[ ] 3[ ]	2[ ] 1[ ]

During past year has: Improved[ ]   Remained About the Same[ ]   Declined[ ]

==

Comments/Examples:

==

NOTE: