StaffingScore

Guidelines for Submitting a Performance Evaluation

Your Feedback is IMPORTANT!

StaffingScore™ Reports and Evaluations help users make informed choices in their search to identify key Contractors/Temporary Personnel. Submitting a Performance Evaluation is easy, but there are some conditions/guidelines that must be adhered to in order for your evaluation to be posted.

Conditions/Guidelines

Evaluators must adhere to the Code of Conduct as set forth in the Staffing Score Terms of Use Agreement. Anyone submitting a Performance Evaluation must agree to the following:

1. Use of the StaffingScore website to complete Performance Evaluations reflects content provided by you. You assume responsibility for content; content does not reflect the opinions or provide information on behalf of any company, corporation, organization or entity that you may currently work for/ or have worked for in the past.
2. You will submit an honest, accurate and thorough evaluation of the Contractor/Temporary Personnel's performance based on your own first-hand professional related experience.
3. You can submit only one Performance Evaluation per Contractor/Temporary Personnel. Registered users can edit a previously submitted Performance Evaluation; only the most current version will be posted.
4. You will not submit any Performance Evaluations that may be considered by Staffing Score to be unlawful, harassing, abusive, libelous, threatening, hateful, defamatory, profane, racially, ethnically or otherwise objectionable. You will not submit Performance Evaluations that comment on the Evaluations submitted by other members.
5. You will not attempt to mislead others by falsifying information or impersonating or attempting to impersonate any other person.
6. You will not include inappropriate content within a Performance Evaluation (i.e. phone numbers, solicitation of services, hyperlinks/URLs, or postal mailing addresses).

Staffing Score reserves the right to remove Performance Evaluations which violate any of the conditions set forth in the Guidelines and/or Terms of Use Agreement.

Steps to Write a Performance Evaluation

There is no fee to write a Performance Evaluation. When your Performance Evaluation is posted, you can use your name or you can submit it privately (you decide prior to submitting each evaluation; for registered users, the default selection can be specified in your Account Settings). *Performance Evaluations must be based on your own first-hand professional related experience with the individual evaluated.*

For reference, an example of a Performance Evaluation Form is provided in **Appendix A** at the end of this document.

STEP 1 – Search for the name of the Contractor/Temporary Personnel you wish to evaluate. Use the "Advanced Search" to specify additional information if you don't locate them using a standard search.

STEP 2 – Check the box if you want to submit the Evaluation privately instead of using your name.   (If you are a registered member, you can specify your default in "Settings".)

STEP 3 – Enter the Job Details:

   a. Enter the assignment Start and Completion Date.
   b. Select your relationship to the Contractor/Temporary Personnel being evaluated.
   c. Briefly describe the project/assignment that this evaluation is based on.

STEP 4 – Enter a Competency Rating based on the Performance Scale defined below for each of the listed areas of performance (that apply) summarized under the following categories:

   a. Technical Expertise, Quality and Problem Solving
   b. Time Management, Reliability and Integrity
   c. Teamwork and Communication
   d. Leadership and Resource Management (Supervisory Responsibilities)

Competency Performance Rating Scale:

   5 STARS- Consistently superior and significantly exceeds the position requirements
   4 STARS – Frequently exceeds position requirements
   3 STARS – Consistently meets position requirements
   2 STARS – Meets some, but not all position requirements
   1 STAR – Consistently fails to meet minimum position requirements; lacks skills required or fails to utilize necessary skills.
   N/A or Don't Know – Select N/A or Don't Know if the skill listed is not applicable to the position requirements for the person evaluated or if you do not have direct knowledge of this skill to provide an accurate evaluation.

STEP 5 – Enter Comments Regarding Performance – This is a free text area to be used to enter additional job specific performance indicators and/or to qualify a rating. This information is beneficial to the Contractor/Temporary Personnel as it provides specific information relating to their performance.

STEP 6 – Indicate if you would want to work with the Contractor/Temporary Personnel again on a future project: No or Yes.

STEP 7 – Save the Performance Evaluation to submit or Cancel to abort.

StaffingScore thanks you for your participation and input!   Send questions or feedback to support@staffingscore.com.

APPENDIX A: Example Performance Evaluation Form

Performance Evaluation For

John Smith
IT & Programming / Software Architect
Miami, FL United States

View Profile

☐ *Check this checkbox to submit this evaluation as 'Private Member' instead of 'Lissette Rodriguez'*

Job Details

Review Period Start Date: [▼]
Review Period End Date: [▼]

Select your relationship to the individual for whom you are completing this review:

○ Peer   ○ Supervisor   ○ Subordinate   ○ Client

Briefly describe the project/assignment:

> Type general information regarding the exact role the individual assumed while in the project/assignment. (1000 characters max.)

Competency Ratings

View Rating Descriptions		
Technical Expertise, Quality and Problem Solving		
Technical Skills and Knowledge	★★★★★	☐ N/A or Don't Know
Troubleshooting Ability / Problem Solving	★★★★★	☐ N/A or Don't Know
Ability to Work Independently	★★★★★	☐ N/A or Don't Know
Quality of Work	★★★★★	☐ N/A or Don't Know
Creativity and Innovation	★★★★★	☐ N/A or Don't Know
Time Management, Reliability and Integrity		
Meets Schedule Deadlines, Keeps Commitments, Accountability	★★★★★	☐ N/A or Don't Know
Dependability / Attendance	★★★★★	☐ N/A or Don't Know
Initiative / Willingness to Take on Extra Responsibility	★★★★★	☐ N/A or Don't Know
Accurately and Clearly Documents Time and Reports Hours Worked	★★★★★	☐ N/A or Don't Know
Productivity / Efficiency / Planning and Prioritizing Work	★★★★★	☐ N/A or Don't Know

Teamwork and Communication

Working Relationships / Interpersonal Skills	★★★★★	☐ N/A or Don't Know
Communication Skills (Written and Verbal)	★★★★★	☐ N/A or Don't Know
Enthusiasm and Attitude	★★★★★	☐ N/A or Don't Know
Cooperation and Flexibility	★★★★★	☐ N/A or Don't Know
Steadiness Under Pressure	★★★★★	☐ N/A or Don't Know

Leadership and Resource Management

Leadership Skills	★★★★★	☐ N/A or Don't Know
Project Management	★★★★★	☐ N/A or Don't Know
Reporting and Administration	★★★★★	☐ N/A or Don't Know
Budgeting and Forecasting	★★★★★	☐ N/A or Don't Know
Knowledge Transfer and Developing Others	★★★★★	☐ N/A or Don't Know

General/Summary Comments Regarding Performance:

Type general comments, additional performance items, etc. (1000 characters max.)

Would you want to work with this contractor again on a future project?:   ○ No   ○ Yes

Cancel   Save