StaffingScore

Guidelines for Submitting a Performance Evaluation

StaffingScore^{TM} Reports and Evaluations help users make informed choices in their search to identify and maintain 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 accepted.

Conditions/Guidelines

Evaluators must adhere to the Code of Conduct as set forth in the StaffingScore Guidelines and Terms of Use Agreement (see StaffingScore.com for TOU Agreement and Privacy Policy). Anyone submitting a Performance Evaluation must agree to the following:

1. Use of StaffingScore 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 one Performance Evaluation per Contractor/Temporary Personnel. If multiple Performance Evaluations are submitted for different evaluation periods or to reflect an updated version/edit; only the most current version will be used in reports.
4. You will not submit any Performance Evaluations that may be considered by Staffing Score to be 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/TOU Agreement.

Steps to Write a Performance Evaluation

When your Performance Evaluation is posted, you can use your name or you can submit it anonymously (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 – You may submit Performance Evaluations without registering in StaffingScore if you are sent an email requesting an evaluation. If you are a registered user, you may submit Performance Evaluations for any registered Contractor by using the "Search" function to locate 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 anonymously 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 for the evaluation.
     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

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

Search for a contractor ▼ Advanced

HOME   EVALUATIONS   REPORTS

Performance Evaluation For

Chuck Hutchings
IT & Programming / Software Architect
Miami Springs, FL United States

View Profile

☐ *Check this checkbox to submit this evaluation as 'Anonymous' instead of 'Lynn Hilt'*

JOB DETAILS

Review Period Start Date: ▼

Review Period End Date: ▼

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

○ Team Member   ⦿ Management   ○ Peer   ○ Other/Undisclosed

Briefly describe the project/assignment:

The scope of this project is to perform an update to the existing SSL files and verify the system meets the requirements of the project. Language testing is also covered as part of the System Integration Testing.

788 characters remaining.

VIEW RATING DESCRIPTIONS

Technical Expertise, Quality and Problem Solving

Technical Skills and Knowledge

Solid technical skills and abilities used to perform tasks, up-to-date knowledge in areas of technical expertise, can be counted on by the team for technical contributions and input.
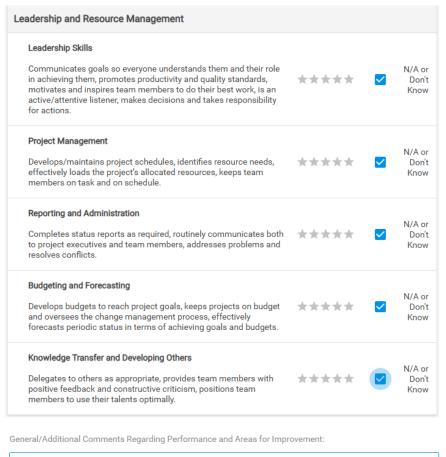
★★★★★   ☐   N/A or Don't Know

Troubleshooting Ability / Problem Solving

Responds quickly to issues and challenges, effectively identifies issues, identifies and evaluates solution options, implements solutions, and evaluates risk/success of solutions.

★★★★★   ☐   N/A or Don't Know

Ability to Work Independently

Consistently produces viable work products using individual skills and expertise, can complete tasks independently, is self-motivated and tracks individual progress.

★★★★★   ☐   N/A or Don't Know

Quality of Work

Produces high quality deliverables and work products with a low number of defects/ amounts of rework, promotes quality compliance and adherence to quality standards.

★★★★★   ☐   N/A or Don't Know

Creativity and Innovation

Responds to new or challenging situations/requirements with creative solutions, looks for areas of innovation when implementing solutions and completing tasks, evaluates the risks and outlines plans forward.

★★★★★   ☐   N/A or Don't Know

Time Management, Reliability and Integrity

Meets Schedule Deadlines, Keeps Commitments, Accountability

Is accountable to the team for assigned activities, consistently meets schedules and keeps commitments, feels a sense of personal responsibility for completing the project.

★★★★☆ ☐ N/A or Don't Know

Dependability / Attendance

Consistently is available during expected work time, is on time for meetings, can be counted on to show up for planned work sessions, is a reliable team member.

★★★★★ ☐ N/A or Don't Know

Initiative / Willingness to Take on Extra Responsibility

Offers to help others in the team as needed, volunteers for assignments, takes initiative in the completion of work products, proactively contributes to help drive project completion.

★★★★★ ☐ N/A or Don't Know

Productivity / Efficiency / Planning and Prioritizing Work

Identifies tasks, plans and prioritizes work to best achieve goals, completes tasks efficiently on a regular basis, is a productive and reliable member of the team.

★★★★★ ☐ N/A or Don't Know

Honesty / Integrity

Creates a foundation of trust and confidence within the team dynamic, exhibits a strong moral compass guiding decisions and actions.

★★★★★ ☐ N/A or Don't Know

Teamwork and Communication

Working Relationships / Interpersonal Skills

Works well within the team, is a valued and trusted team member, addresses areas of disagreement with patience and competency, listens to the views of others without criticism, acts objectively during team discussions.

★★★★★ ☐ N/A or Don't Know

Communication Skills (Written and Verbal)

Is open and honest in communications, information communicated is well understood by team members, can both speak and write (as required) effectively to support the project, is an active listener and respectful communicator.

★★★★★ ☐ N/A or Don't Know

Enthusiasm and Attitude

Approaches tasks with positive energy, has a "can do" attitude, feels passionate about knowledge and work, has strong determination to overcome obstacles that stand in the way of achieving goals.

★★★★☆ ☐ N/A or Don't Know

Cooperation and Flexibility

Cooperates with others on the team to achieve common goals, shares information with team members help them complete assignments, is able and willing to adapt to changing circumstances, is flexible when presented with unforeseen situations.

★★★★★ ☐ N/A or Don't Know

Steadiness Under Pressure

Is calm when approaching deadlines, shows unwavering steadiness when confronted with challenges and obstacles, responds with a positive mindset when presented with pressured situations, emotionally calm and collected during team meetings.

★★★★★ ☐ N/A or Don't Know

Leadership and Resource Management

Leadership Skills

Communicates goals so everyone understands them and their role in achieving them, promotes productivity and quality standards, motivates and inspires team members to do their best work, is an active/attentive listener, makes decisions and takes responsibility for actions.

★ ★ ★ ★ ★ ☑ N/A or Don't Know

Project Management

Develops/maintains project schedules, identifies resource needs, effectively loads the project's allocated resources, keeps team members on task and on schedule.

★ ★ ★ ★ ★ ☑ N/A or Don't Know

Reporting and Administration

Completes status reports as required, routinely communicates both to project executives and team members, addresses problems and resolves conflicts.

★ ★ ★ ★ ★ ☑ N/A or Don't Know

Budgeting and Forecasting

Develops budgets to reach project goals, keeps projects on budget and oversees the change management process, effectively forecasts periodic status in terms of achieving goals and budgets.

★ ★ ★ ★ ★ ☑ N/A or Don't Know

Knowledge Transfer and Developing Others

Delegates to others as appropriate, provides team members with positive feedback and constructive criticism, positions team members to use their talents optimally.

★ ★ ★ ★ ★ ☑ N/A or Don't Know

General/Additional Comments Regarding Performance and Areas for Improvement:

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

1000 characters remaining.

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

CANCEL   SUBMIT