

**Employee Information**

Dept/Office/Section/Unit: <u>DCRT/Office of Management &amp; Finance/Human Resources Division</u>	Employee Personnel #: <u>987654</u>
Employee Name: <u>Jane B. Smith</u>	Performance Year: <u>7/1/2012 - 6/30/2013</u>
Employee Title: <u>Administrative Coordinator 2</u>	Evaluation Period: _____

**Overall Evaluation:**

(Select only one evaluation)

- Exceptional     
  Successful     
  Needs Improvement/Unsuccessful  
 Not Evaluated     
  Unrated - If Unrated, select sub-category:     
  Never Rendered     
  Untimely     
  Violation of Chapter 10

Planning Session (7/1 – 9/30)	Evaluation Session (7/1 – 8/31)
Date the Planning Session was Conducted: <u>7/24/2012</u>	Date the Evaluation Session was Conducted: _____
Second Level Evaluator Signature: <u>Katie Collins</u>	Delivery: <input type="radio"/> Hand <input type="radio"/> Mail
Personnel #: <u>367522</u> Date: <u>7/24/2012</u>	Second Level Evaluator Signature: _____
Evaluating Supervisor Signature: <u>Jack Newman</u>	Personnel #: _____ Date: _____
Personnel #: <u>127875</u> Date: <u>7/24/2012</u>	Evaluating Supervisor Signature: _____
Employee Signature: <u>Jane B. Smith</u> Date: <u>7/24/2012</u>	Personnel #: _____ Date: _____
Employee Signature: _____	Employee Signature: _____
<b>Interim Discussions (optional)</b>	
Date: _____ Employee/Supv Initials: _____	Employee Statement: <input checked="" type="checkbox"/> I have received a copy of the evaluation and understand that failure to sign will not prohibit the evaluation from becoming official for the performance year.
Date: _____ Employee/Supv Initials: _____	

**Human Resources Office Use Only**

Date Planning Received in Human Resources: _____	Human Resources Staff Initial: _____
Date Evaluation Received in Human Resources: _____	Human Resources Staff Initial: _____

Employee Name: Jane B. Smith

Employee Personnel #: 987654

**Agency Mission / Goals / Standards:**

The mission of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) is to preserve and enhance Louisiana's unique heritage and natural landscape; provide cultural, informational, and recreational resources; and promote the use of these resources by our diverse citizens and visitors.

**Department Mission / Goals:**

The mission of the Office of Management and Finance (OMF) is to provide the highest quality of fiscal, human resources, information technology services and contracts management to enhance the operations of the six offices within the Office of the Lieutenant Governor and Department of Culture, Recreation and Tourism in order to efficiently support those offices in the accomplishment of their stated goals and objectives.

**Work and Behavior Expectations (at least one each):**Bank of Expectationsa) Work Expectations

Coordinates the records management program for the HR Division, ensuring that all documents are filed timely and correctly in each employee's Personnel folder. Provides quality customer service to all callers to the HR Division by answering the phone within 3 rings, providing accurate information to inquiries, and forwarding calls, as necessary, to the appropriate staff member for resolution. Conducts post-auditing of all HR transactions to verify the accuracy of entries made in the payroll system.

b) Behavior Expectations

Complies with all aspects of PPM #42, Attendance and Leave Policy, including but not limited to accurately recording work/leave hours on time sheet; consistently reporting to work on time; and requesting and receiving approval for leave and overtime in advance. Independently follows through on your assigned tasks to completion and reports results to your supervisor without undue oversight; immediately notifies supervisor when problems arise. Is receptive to the ideas, suggestions and constructive feedback of your supervisor and others. Maintains good working relationships and a spirit of teamwork in your interactions with agency personnel. Willingly accepts new assignments, special projects and changes in procedures. Expresses any concerns to your supervisor in a respectful and calm manner. Provides effective, courteous and timely service to both internal and external clients. Effectively conveys information verbally and in writing. Utilizes correct spelling, punctuation and proper grammar for all written communications; proofreads such correspondence so as to prevent avoidable errors. Responds to questions with accurate, concise and relevant information. Maintains a courteous and professional demeanor in all communications.

Continuously seek more efficient methods of accomplishing work, meeting goals, communicating information to customers, etc. and implement changes where appropriate. Refrain from excessive socializing, office gossip, personal cell phone and Internet usage as it is unproductive and deters from you the work at hand. Minimize leave usage and schedule leave in advance (when possible) so as to ensure that the Division is sufficiently staffed to respond to our customers' needs in a timely manner.

**Documentation / Comments ( attach supporting documentation):**

a) Documentation/Comments related to Work

b) Documentation/Comments related to Behavior