**WORK LEAD FEEDBACK FORM**

*For feedback on staff employees in: CSUEU (Units 2, 5, 7, & 9), Teamsters (Unit 6), SUPA (Unit 8), UAPD (Unit 1), Confidentials (C99)*

**Purpose:**

The purpose of this form is to provide managers/appropriate administrators (MPP) with a tool to obtain feedback from work leads on the staff employee(s) that they provide lead work direction to. Managers/appropriate administrators (MPP) will consider this feedback while they are completing the staff performance evaluation form.

**Directions for Manager:**

* Fill in the Employee Information section
* Give the Work Lead Feedback Form to the work lead employee to complete

**Directions for Work Lead:**

* Provide your feedback on each of the performance factors listed below
* Citing specific examples can be helpful in supporting the feedback you provide, and give the manager/appropriate administrator (MPP) a clear understanding of your input
* Once completed, return to the manager/appropriate administrator (MPP)

**EMPLOYEE INFORMATION**

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Employee Classification:** |  |
| **Department:** |  |
| **Bargaining Unit:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period Covered:** | From: |  | To: |  |

|  |  |
| --- | --- |
| **Work Lead Name:** |  |
| **Work Lead Classification:** |  |

**PERFORMANCE FACTORS** *(text fields will expand)*

|  |  |
| --- | --- |
| ***1. QUANTITY*** | |
| Feedback: |  |
| Example(s): |  |

|  |  |
| --- | --- |
| ***2. QUALITY*** | |
| Feedback: |  |
| Example(s): |  |

|  |  |
| --- | --- |
| ***3. ORGANIZATION / TIME MANAGEMENT*** | |
| Feedback: |  |
| Example(s): |  |

|  |  |
| --- | --- |
| ***4. JOB KNOWLEDGE*** | |
| Feedback: |  |
| Example(s): |  |

|  |  |
| --- | --- |
| ***5. WORKING WITH OTHERS*** | |
| Feedback: |  |
| Example(s): |  |

|  |  |
| --- | --- |
| ***6. ORAL / WRITTEN COMMUNICATION*** | |
| Feedback: |  |
| Example(s): |  |

|  |  |
| --- | --- |
| ***7. INITIATIVE*** | |
| Feedback: |  |
| Example(s): |  |

|  |  |
| --- | --- |
| ***8. ADAPTABILITY*** | |
| Feedback: |  |
| Example(s): |  |

|  |  |
| --- | --- |
| ***9. ATTENDANCE*** | |
| Feedback: |  |
| Example(s): |  |

|  |  |  |
| --- | --- | --- |
| ***10. JOB RELATED FACTOR:*** | |  |
| Feedback: |  | |
| Example(s): |  | |