**WORK LEAD FEEDBACK FORM**

*For feedback on staff employees in: IT Positions Only (Analyst/Programmer, Operating Systems Analyst, Network Analyst, Equipment/Systems Specialist, Operation Specialist, and IT Consultant)*

**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:** |       |

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

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

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

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| ***1. QUALITY OF WORK*** |
| Feedback: |       |
| Example(s): |       |

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| ***2. PROBLEM SOLVING*** |
| Feedback: |       |
| Example(s): |       |

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| ***3. COMMUNICATION*** |
| Feedback: |       |
| Example(s): |       |

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| ***4. CUSTOMER/USER SERVICE*** |
| Feedback: |       |
| Example(s): |       |

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| ***5. INITIATIVE & SELF DEVELOPMENT*** |
| Feedback: |       |
| Example(s): |       |

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| ***6. TEAMWORK*** |
| Feedback: |       |
| Example(s): |       |

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| ***7. WORK HABITS*** |
| Feedback: |       |
| Example(s): |       |

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| ***8. OTHER:*** |       |
| Feedback: |       |
| Example(s): |       |