



# Department of Juvenile Justice Telework Program

FDJJ – 1025 - 4

## Selection Criteria Evaluation

(To be completed by employee's immediate supervisor)

<b>Employee Name:</b>		<b>People First ID Number:</b>	
<b>Class Title/Position Number: :</b>		<b>Evaluation Date:</b>	

**The Selection Criteria Evaluation** is an evaluation process developed to rate the employee's performance for consideration in the Department's Telework Program. Employees must demonstrate the required qualifications as defined in FDJJ – 1025P, Telework Procedures.

**Performance Rating:** The following scale is recommended. Employee must score a minimum of 20 points to be considered for the Telework Program.

- 3 – Employee often exceeds.**
- 2 – Employee consistently achieves.**
- 1 -- Employee sometimes meets and needs improvement. (If selected, comments must be provided)**

Selection Criteria	Rating	Comment(s)*
Works independently with minimal direct supervision, feedback, advice or explanation.		
Knowledge of appropriate computer programs, software, technology, troubleshooting, etc.		
Self-motivated and disciplined, takes initiative and solves problems with confidence.		
Produces quality work with well-defined strategies and achieves deadlines consistently.		
Ability to prioritize work assignments, work under pressure and maintain level of professionalism.		
Satisfactory verbal and written communication skills with the ability to reference ideas, objectives, resources and data.		
Consistent attendance and successful performance records; observes established work hours, reliable and dependable.		
Satisfactory level of job knowledge, applies expertise to work product to meet intended objectives.		
Individual exemplifies trustworthiness, understands business operations and communicates with management.		
Well organized, utilizes effective time management, and controls workflow.		
*Additional comments (attach additional sheets if necessary):		

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_