



MoDOT Accountability and Performance System (MAPS) Form

Employee Name: _____ Supervisor Name: _____

Job Title: _____ Job Title: _____

Evaluation Period: _____ Through: _____

Step 1 – Performance Planning (April 1 – May 15) – to be completed with employee

- _____ Review and discuss MoDOT’s mission and goals and the unit work plan
- _____ Review the Competency job aid to explain/define expected performance
- _____ Develop and review Employee Expectations and tie these to the Competencies/Results (page 2)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Step 2 – Performance Progress Review (Oct. 15 – Nov. 30) – to be completed with employee

- _____ Review and discuss unit work plan changes, if any
- _____ Review and discuss progress toward Employee Expectations (page 2)
- _____ Review and discuss mid-year documentation and provide employee feedback (page 3)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Step 3 – Final Performance Review (April 1 – May 15) – to be completed with employee

- _____ Review and discuss progress toward Employee Expectations (page 2)
- _____ Review and discuss year-end documentation and provide employee feedback (page 3)
- _____ Determine the employee’s Competency ratings and Overall MAPS rating (page 4)
- _____ **Indicate the employee’s performance for the year**

Year-End MAPS Rating

(criteria are examples and not all inclusive)

Unacceptable	Needs Improvement	Successful	Highly Successful	Outstanding
Failed to complete most Key Employee Expectations; overall performance and Competency performance were below expected standards with no signs of improvement <input type="checkbox"/>	Completed some Key Employee Expectations; few areas of overall performance and Competency performance were below expected standards; some efforts made to improve performance <input type="checkbox"/>	Completed Key Employee Expectations; overall performance and Competency performance met expected standards <input type="checkbox"/>	Completed Key Employee Expectations with overall performance and Competency performance at a higher-than-expected level compared to expected standards <input type="checkbox"/>	Completed all Key Employee Expectations with overall performance and Competency performance at a level far above expected compared to expected standards; contributed greatly to high performance <input type="checkbox"/>

If the employee’s Year-End MAPS Rating is “Unacceptable” or “Needs Improvement,” contact your human resources manager.

Note to employee: *You may attach a separate sheet if you wish to comment.*

I (the employee) agree do not agree with the evaluation. (check one)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Key Employee Expectations

1) Write key employee goals, projects, and outcomes for the rating period. 2) Check the Competencies that are related to each Employee Expectation. 3) Write the Tangible Result, Tracker Measure, and/or Value(s) that each Employee Expectation is designed to affect or fulfill.

A minimum of three Employee Expectations is required for non-supervisors and five for supervisors (including two communication expectations). Copy this page as necessary.

***** Important:** If at any time during the rating period an employee is not performing at a level to receive a year-end rating of at least “Successful” (see page 4), contact your human resources manager.

Expectation #	<input type="checkbox"/> Job Quality <input type="checkbox"/> Job Quantity <input type="checkbox"/> Job Knowledge <input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Accountability <input type="checkbox"/> Work Management <input type="checkbox"/> Supervision	Tangible Result/Tracker Measure/ Value(s):
Expectation #	<input type="checkbox"/> Job Quality <input type="checkbox"/> Job Quantity <input type="checkbox"/> Job Knowledge <input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Accountability <input type="checkbox"/> Work Management <input type="checkbox"/> Supervision	Tangible Result/Tracker Measure/ Value(s):
Expectation #	<input type="checkbox"/> Job Quality <input type="checkbox"/> Job Quantity <input type="checkbox"/> Job Knowledge <input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Accountability <input type="checkbox"/> Work Management <input type="checkbox"/> Supervision	Tangible Result/Tracker Measure/ Value(s):
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Expectation #	<input type="checkbox"/> Job Quality <input type="checkbox"/> Job Quantity <input type="checkbox"/> Job Knowledge <input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Accountability <input type="checkbox"/> Work Management <input type="checkbox"/> Supervision	Tangible Result/Tracker Measure/ Value(s):

Employee Feedback

Supervisors must provide written feedback to each employee both at the mid-year review and the year-end review. Feedback is **mandatory** and should include information on how well the employee has performed on Expectations, and overall according to the Competencies. Feedback should also cover what the employee can do to improve during the upcoming performance period.

Mid-Year Performance Feedback:

Mid-Year MAPS Rating (criteria are examples and not all inclusive)				
Unacceptable	Needs Improvement	Successful	Highly Successful	Outstanding
Failed to complete most Key Employee Expectations; overall performance and Competency performance were below expected standards with no signs of improvement <input type="checkbox"/>	Completed some Key Employee Expectations; few areas of overall performance and Competency performance were below expected standards; some efforts made to improve performance <input type="checkbox"/>	Completed Key Employee Expectations; overall performance and Competency performance met expected standards <input type="checkbox"/>	Completed Key Employee Expectations with overall performance and Competency performance at a higher-than-expected level compared to expected standards <input type="checkbox"/>	Completed all Key Employee Expectations with overall performance and Competency performance at a level far above expected compared to expected standards; contributed greatly to high performance <input type="checkbox"/>

If the employee's Mid-year MAPS Rating is "Unacceptable" or "Needs Improvement," contact your human resources manager.

Year-End Performance Feedback:

MAPS Competency Ratings

Please rate the employee on each Competency using the following grid. Place a checkmark in the box under the appropriate rating for each Competency. *(Do not rate the employee on Work Management and/or Supervision if these Competencies do not apply to his/her job.)* During the Performance Progress Review, determine the employee's Mid-Year Rating and place a checkmark in the appropriate box on Page 3.

During the Final Performance Review, determine the employee's Overall MAPS Rating and place a checkmark in the appropriate box on Page 1.

If the employee earns an "Unacceptable" rating on any Competency, contact your human resources manager.

(Criteria are examples and not all inclusive.)

Competency	Unacceptable	Needs Improvement	Successful	Highly Successful	Outstanding
JOB QUALITY Work Quality, Accuracy, Partner/Customer Satisfaction, Problem Solving, Effectiveness	<ul style="list-style-type: none"> - Defective or incomplete work - Did not follow directions - Solutions were ineffective - Work created problems - Partners or customers were dissatisfied with work 	<ul style="list-style-type: none"> - Does not meet all "Successful" criteria 	<ul style="list-style-type: none"> - Completed work effectively - Followed directions - Solved problems effectively - Very few defects in work - Partners and customers were satisfied with work - Competent on routine and new tasks 	<ul style="list-style-type: none"> - Exceeds most "Successful" criteria 	<ul style="list-style-type: none"> - Completed work with a minimum of errors and rework - Was a recognized leader in the quality of work - Anticipated and avoided problems - Delighted partners and customers - Excelled in all tasks
Ratings	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>
JOB QUANTITY Efficiency, Productivity, Deadlines, Additional Duties	<ul style="list-style-type: none"> - Often failed to produce the minimum workload - Avoided additional duties - Projects completed late 	<ul style="list-style-type: none"> - Does not meet all "Successful" criteria 	<ul style="list-style-type: none"> - Produced an appropriate amount of work - Was efficient in job duties - Accepted additional assignments - Projects completed on time 	<ul style="list-style-type: none"> - Exceeds most "Successful" criteria 	<ul style="list-style-type: none"> - Consistently produced an amount of work greater than expected - Requested additional assignments - Worked extra hours as demanded by workload - Improved the efficiency of the work unit - Projects completed early
Ratings	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>
JOB KNOWLEDGE Work Knowledge Proficiency, Correct Procedures, Organizing, Records, Safety Procedures	<ul style="list-style-type: none"> - Often did not use proper procedures - Used unsafe work practices - Was unorganized - Did not keep records updated - Did not learn new work methods - Avoided learning new equipment or processes 	<ul style="list-style-type: none"> - Does not meet all "Successful" criteria 	<ul style="list-style-type: none"> - Consistently used proper procedures - Worked safely at all times - Kept records up to date and organized - Learned new work methods - Actively sought out new equipment or processes to learn 	<ul style="list-style-type: none"> - Exceeds most "Successful" criteria 	<ul style="list-style-type: none"> - Instructed others on proper procedures - Ensured everyone on the team worked safely at all times - Corrected others not using proper procedures - Taught others new and better work methods and equipment
Ratings	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>
INTERPERSONAL SKILLS Speaking, Writing, Listening, Teamwork, Respectful of Others, Adaptable to Change	<ul style="list-style-type: none"> - Created conflict - Put self above the team - Resistant to change - Unwilling to work with others - Did not listen to input from others - Disrespectful of others - Poor writing or speaking 	<ul style="list-style-type: none"> - Does not meet all "Successful" criteria 	<ul style="list-style-type: none"> - Reinforced other team members' efforts - Kept commitment to the team - Accepted change - Worked well with others - Accepted input from others - Respected the views of others - Wrote and spoke effectively 	<ul style="list-style-type: none"> - Exceeds most "Successful" criteria 	<ul style="list-style-type: none"> - Acted as a team-builder - Improved cooperation and progress of the team - Sought out input from others, made others feel included - Provided direction to the team - Excellent communicator - Served as a mentor to team members
Ratings	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>
ACCOUNTABILITY Initiative, Preferred Employee Qualities, Organizational Awareness, Reliability, Values, Policies, Procedures	<ul style="list-style-type: none"> - Neglected or avoided assigned duties - Frequent unapproved work absences - Frequently late for work - Lacked initiative - Wasted time on the job - Did not live MoDOT Values - Did not follow policies - Did not display Preferred Employee Qualities 	<ul style="list-style-type: none"> - Does not meet all "Successful" criteria 	<ul style="list-style-type: none"> - Effectively completed assigned duties - All work absences approved - Arrived to work on time - Took initiative to get own work done - Lived MoDOT Values - Consistently followed policies - Displayed Preferred Employee Qualities 	<ul style="list-style-type: none"> - Exceeds most "Successful" criteria 	<ul style="list-style-type: none"> - Excelled at completing duties and helped others complete theirs - Took initiative to help others - Modeled MoDOT's Values, policies, and Preferred Employee Qualities and corrected others - Consistently available to do more
Ratings	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>
WORK MANAGEMENT Decision Making, Planning, Budgeting, Resource Management	<ul style="list-style-type: none"> - Poor decision making caused problems - Did not plan work effectively - Wasted time and resources - Wasted money by not budgeting effectively - Poor project management 	<ul style="list-style-type: none"> - Does not meet all "Successful" criteria 	<ul style="list-style-type: none"> - Effective decision making - Planned work well - Effectively used time and resources - Effectively managed budget, no wasted money - Managed projects effectively 	<ul style="list-style-type: none"> - Exceeds most "Successful" criteria 	<ul style="list-style-type: none"> - Decisions led to increased productivity - Planning led to very little wasted time or effort - Saved time and money by integrating planning, budgeting, and resources into all decisions - Excelled at project management
Ratings	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>
SUPERVISION Performance Management, Employee Development, Motivation, Coaching, Leadership	<ul style="list-style-type: none"> - Avoided MAPS responsibilities - Did not give employees feedback - Did not coach employees - Did not encourage employees to develop professionally - Did not inspire employees 	<ul style="list-style-type: none"> - Does not meet all "Successful" criteria 	<ul style="list-style-type: none"> - Completed MAPS on schedule - Gave employees good feedback - Coached employees as needed - Encouraged employees to develop through training - Inspired and motivated employees to do good work 	<ul style="list-style-type: none"> - Exceeds most "Successful" criteria 	<ul style="list-style-type: none"> - Used MAPS to maximize individual and team performance - Used coaching and feedback to improve performance problems and reward good performance - Cooperatively created development plans with employees
Ratings	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>	Mid-year <input type="checkbox"/> Year-End <input type="checkbox"/>