ROOT Director Performance Evaluation Process

**Establish Objectives**
- Employee proposed
- JB Review Committee Input
- JB Finalize
- JB Review Committee communication to employee
- Tracked in ST system
- Complete by end of January

**Mid-Year Feedback**
- Employee Update
- JB Review Committee Input
- JB Finalize
- JB Review Committee Communication to Employee
- Tracked in ST system
- Complete by end of July

**EOY Evaluation**
- Employee self-evaluation
- JB Review Committee Input
- JB Finalize
- JB Review Committee Communication to Employee
- Tracked in ST system
- Complete by end of December
Performance Evaluation Components

• Objectives section - SMART goals

• Competency areas:
  • Collaboration
  • Inclusion/Respect
  • Integrity
  • Passenger Focus
  • Quality
  • Safety

Rating Scale

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>Needs Improvement</td>
<td>Achieves some results but is not contributing at the level expected. May be having repeat conversations about an issue with no consistent improvement in result of behavior.</td>
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<tr>
<td>Developing/New Hire</td>
<td>Demonstrates most responsibilities but needs development in some areas to achieve full success.</td>
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<tr>
<td>Successful</td>
<td>Completes tasks efficiently with the expected levels of autonomy and oversight. Achieves high-quality results day in and day out.</td>
</tr>
<tr>
<td>Exemplary</td>
<td>Demonstrates greater independence in achieving outcomes than expected. Is known at ST for exceptional results, approach, and impact. Keeps the bar high for other team members and themselves.</td>
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