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

Title	Description
Needs Improvement	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.
Developing/New Hire	Demonstrates most responsibilities but needs development in some areas to achieve full success.
Successful	Completes tasks efficiently with the expected levels of autonomy and oversight. Achieves high-quality results day in and day out.
Exemplary	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.