# OPS Tier 2 Evaluation

## Employee Information

| **Employee Name** |  |
| --- | --- |
| **UCF ID** |  |
| **Supervisor** |  |

## Worksheet

The following worksheet is designed to guide the decision to promote a Tier 1 OPS to Tier 2. Please score the candidate in each area on a scale of 1-5 (where 1 is a beginning Tier 1 level, 2 is improving Tier 1, 3 is some expertise in the skill area, 4 is proficient in the skill area, and 5 is mastery in the skill area). Half-points are allowed.

### Leadership / Mentorship

* Pushed the team in new directions, helping define policies
* Mentored other OPS staff within team
* Has extensive experience with job duties

| **Score** | **Comments** |
| --- | --- |
|  |  |

### Project/Task Management

* Managed/directed at least one project or large task with one or more members
* Organized all steps required to complete in a timely manner

| **Score** | **Comments** |
| --- | --- |
|  |  |

### Communication Skills

* Communicates clearly face-to-face and electronically
* Has experience communicating with clients (internal or external)
* Is able to provide quality feedback on other’s work
* Has a good relationship with coworkers

| **Score** | **Comments** |
| --- | --- |
|  |  |

### Job Experience

* Understanding of present job duties and related work
* Demonstrated skills and abilities necessary for full job performance

(Include explanation of their area of expertise)

| **Score** | **Comments** |
| --- | --- |
|  |  |

### Quality of Work

* Accuracy and completeness, neatness, and effectiveness
* Caring attitude, courteous and timely in responding to the needs of others

| **Score** | **Comments** |
| --- | --- |
|  |  |

### Independence

* Judgement
* Dependability
* Adaptability/Flexibility
* Initiative

| **Score** | **Comments** |
| --- | --- |
|  |  |

## Overall

Tally up the candidate’s total score and write your final comments here. Be sure to include notes on how the candidate can improve.

20 or below: Improving but still Tier 1

21 or higher: Move to Tier 2

| **Score** | **Comments** |
| --- | --- |
|  |  |