



Jobs Coordinator Program Performance Evaluation

Jobs Coordinator:		Prime Contractor:		Project:	
Project Start:		Project End:			

Performance Evaluation Philosophy

The performance evaluation report is a tool to aid Job Coordinators in achieving and maintaining high levels of work performance. It is designed as a communication and counseling tool through which Prime Contractors and Jobs Coordinators can work together to more efficiently meet goals and thresholds outlined in the Community Benefits Agreement (CBA). Jobs Coordinators and their Prime Contractors can formally discuss job performance and can jointly establish methods to meet performance goals. Informal discussions between the Job Coordinator and supervisor should be taking place throughout the course of the project.

Instructions

1. Complete Jobs Coordinator evaluation information in the TOP HEADER section above
2. Complete FEEDBACK TABLES with ratings and supporting comments for Sections A, B, and C below
3. Attach any additional notes or documentation you refer to in comment sections (reformatting will occur automatically)
4. Meet with the Job Coordinator to provide and discuss the evaluation
5. Send the original evaluation to the Office of Diversity and Equity

Rating Standards

Rating	Evaluation Factors
5 = Outstanding	Service performance is marked by exceptional levels of performance above the rating exceeds standards. Written comments must be made to support this rating.
4 = Exceeds Standards	Service performance exceeds the required standards of performance in the specific area being evaluated. Written comments must be made to support this rating
3 = Meets Standards	Work performance fully satisfies the required standards of performance in the specific area being evaluated.
2 = Needs to Improve	Jobs Coordinator needs to improve to meet the required performance standards in the area being evaluated. Written comments must accompany individual ratings of needs to improve. An overall need to improve must be supported with documentation. The work performance is expected to become fully satisfactory and the supervisor, in consultation with the unit member, shall prepare an improvement plan to be in effect no longer than six months at which time he/she will be reevaluated.
1 = Unsatisfactory	Performance is below the required standards for the area being evaluated. The Job Coordinator has failed to adequately improve in the areas previously rated "Needs to Improve" and/or has failed to adhere to the plan for improvement devised under the guidelines of the contract. Continuation of unsatisfactory performance shall require disciplinary action (suspension, demotion, or dismissal).
N/A = Not Applicable	Performance is not expected or evaluated.
Meets Standards Administratively	When the Jobs Coordinator has been previously rated "Needs to Improve" and no follow-up rating is submitted at the end of the six (6) month improvement plan period, as required in CBA, the unit member is assumed to meet standards.



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A. Performance of Essential Job Duties

[Completed by Prime Contractor]

- Provide your numerical ratings from 1-5 on FEEDBACK TABLE A based on the Rating Standards table.
- Use N/A only if the Jobs Coordinator does not perform the task.

FEEDBACK TABLE A – Essential Duties (See Evaluation Factors on previous page)		N/A	1	2	3	4	5
1	The Jobs Coordinator has developed, created, designed, and marketed specific programs to attract Disadvantaged Workers and/or Targeted Workers for construction opportunities at the project (e.g., handouts and fliers for “walk-ins” demonstrating program entrance procedures). Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Jobs Coordinator shall coordinate services for contractors to use in the recruitment of Disadvantaged Workers and/or Targeted Workers. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The Jobs Coordinator shall conduct orientations, job fairs and community outreach meetings in the local community. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The Jobs Coordinator shall screen and certify the status of Targeted Workers. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The Jobs Coordinator shall establish a referral and retention tracking mechanism for placed Disadvantaged Workers, Targeted Workers, and apprentices. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	The Jobs Coordinator shall network with the various work source centers, community and faith-based organizations and other non-profit entities that provide Disadvantaged Workers and/or Targeted Workers. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	The Jobs Coordinator shall coordinate with the various building trades crafts for referral and placement of Disadvantaged and Targeted Workers. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	The Jobs Coordinator shall maintain a database of pre-qualified Disadvantaged and Targeted Workers for referral to work on a project and/or indentureship into a bona fide labor/management apprenticeship program. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	The Jobs Coordinator shall be the point of contact to provide information about available job opportunities on projects. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	The Jobs Coordinator shall assist the Contractors with their documentation effort and other reports as it relates to their Disadvantaged and Targeted Workers hiring requirements. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	The Jobs Coordinator shall work closely with SANDAG staff, the building trades, and Contractors in achieving the targeted hiring goals. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ratings Subtotal							
Ratings Grand Total (Add All Rating Subtotal)							
Average Numerical Ratings (Grand Total ÷ Number of Criteria)							



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B. Overall Performance

[Completed by Prime Contractor]

- Provide a rating from Unsatisfactory to Outstanding in FEEDBACK TABLE C based on the same rating standards as Section A that best reflects the supervisor’s judgment of the Job Coordinator’s overall work performance through an appraisal of all the ratings given for the factors listed above.
- Provide relevant comments for BOTH areas of strength and growth.

FEEDBACK TABLE B – Overall Performance		
Instructions: Rate the Jobs Coordinator’s overall performance (select one rating below)	Instructions: Use this space to describe Jobs Coordinator’s strengths and weaknesses. Give examples of work well done and suggestions of improving performance. Attach additional sheets, if necessary.	
<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs to Improve <input type="checkbox"/> Unsatisfactory	Areas of Strength:	
	Areas for Growth:	



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C. Compliance Support

[Completed by SANDAG]

- Provide your response in the middle RESPONSE column to the COMPLIANCE QUESTION in the left column.
- Use the ELABORATE column to provide evidence and explanation for the response given.

Compliance Question	Response	Elaborate
How well did this project meet its 30 percent Disadvantaged Worker and 10 percent Targeted Worker hiring goals as outlined by the CBA?		
How many notices of non-compliance did this project receive? Were there Liquidated Damages assigned to this project?		
How many Craft Request Forms were submitted by this Jobs Coordinator?		
How many recruitment events did this Jobs Coordinator hold? What kind of hiring events were held? How were these events communicated to communities and potential employees?		
Was there a shift in Job Coordinator Contact during the course of the project's completion? How responsive was the Job Coordinator to the Contractor on this project?		



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D. Jobs Coordinator Project Grade

[Completed by SANDAG]

SANDAG Scoring Methodology		
Score	Rating	Description
5	Outstanding	Exceeds CBA goal by over 10% or more
4	Exceeds Standards	Exceeds CBA goal by over 5%
3	Meet Standards	Met CBA goal exactly
2	Needs to Improve	Met some CBA goal, but did not reach standards
1	Unsatisfactory	Did not meet CBA goal

SANDAG Score for Jobs Coordinator	
30% Disadvantaged Worker Goal	
10% Targeted Worker Goal	
Total SANDAG Score	

SANDAG Comments

Overall Project Score for Jobs Coordinator

Overall Scoring	
Score	Rating
14-15	A
13-12	B
10-11	C
8-9	D
<8	F

Overall Project Score for Jobs Coordinator	
Enter Contractor's Score	
Enter SANDAG's Score	
Add for Overall Score for Jobs Coordinator	

Comments for Overall Project Score