

**Acquisition Consultant
Performance Evaluation**

Contractor Name:
Negotiator Name(s):
Performance Rating Date:

Type of Evaluation
 Project
 Tract
 Special

Combined Rating
 Above Satisfactory
 Satisfactory
 Below Satisfactory

Project No.:

Section 1: Duties – 3 = Above Satisfactory (16 or more points) 2 = Satisfactory (13 points to 15 points) 1 = Below Satisfactory (12 or less points)

Essential Duty 1	Properly prepare for negotiations by thorough study of plans, valuation document, comparable sales, and all ROW acquisition documents.	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	Essential Duty 5	Negotiates administrative settlements, within prescribed limits, when it is warranted & provides proper documentation to support the settlement.	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Comments:					Comments:				
Essential Duty 2	Title research to verify current information is correct. Check for unpaid taxes, specials, etc. & determine status of other liens. Provide mortgage release info.	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	Essential Duty 6	Create call reports after each contact with the owner, lessee or their representative to document all pertinent items discussed during the contact	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Comments:					Comments:				
Essential Duty 3	Present offer to owner. Explain plans, valuation documents, contracts, deeds, and if necessary, condemnation procedures	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	Essential Duty 7	Properly submit all required ROW documents for each tract upon completion of negotiations.	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Comments:					Comments:				
Essential Duty 4	Acquire the necessary property rights through amicable, problem solving, negotiations with the owner or lessee.	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	Essential Duty 8		3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Comments:					Comments:				

Section 2: 3 = Above Satisfactory (42 or more points) 2 = Satisfactory (32 points to 41 points) 1 = Below Satisfactory (31 or less points)

Job Knowledge

*Demonstrates a high level of knowledge of job duties
Knows how to complete job duties*

3 2 1

Communication

Communicates effectively (verbally and written) with Chief Negotiator, Supervising ROW Agent and/or customers

3 2 1

Keeps Chief Negotiator & Supervising ROW Agent well informed

Demonstrates high standards of conduct in carrying out job duties and responsibilities

Professional contact with public

Dependability

*Completes job on time as bid
Accepts responsibility for job assignments
Requires little supervision and works independently*

3 2 1

Productivity

*Completes assigned duties accurately & timely
Produces a high level of work
Displays effective and prompt decision making
Ability to work well under pressure*

3 2 1

Performance Improvement

*Takes steps to immediately correct problems/errors
Promptly seeks additional assistance as needed
Accepts constructive criticism
Regularly looks for ways to improve job performance*

3 2 1

Work Product

Ability to understand what is required and to provide a work product that meets the agency's quality standards and/or is thorough or complete

3 2 1

Section 1: 3 = Above Satisfactory (16 or more points) 2 = Satisfactory (13 points to 15 points) 1 = Below Satisfactory (12 or less points)

3-Above Satisfactory, 2-Satisfactory, 1-Below Satisfactory

Total Points:

Section 2: 3 = Above Satisfactory (42 or more points) 2 = Satisfactory (32 points to 41 points) 1 = Below Satisfactory (31 or less points)

3-Above Satisfactory, 2-Satisfactory, 1-Below Satisfactory

Total Points:

Combined: 3 = Above Satisfactory (58 or more points) 2 = Satisfactory (42 points to 57 points) 1 = Below Satisfactory (41 or less points)

3-Above Satisfactory, 2-Satisfactory, 1-Below Satisfactory

Total Points:

Initial Review of Duties and Expectations:

Supervising ROW Agent's Signature:

Date:

Comments:

Completed Performance Plan:

Chief Negotiator's Signature:

Date:

Comments: