

**Acquisition Consultant  
Performance Evaluation**

Project No.:	Performance Rating Date:	Contractor Name:	<b>Type of Evaluation</b> <input type="checkbox"/> <b>Project</b> <input type="checkbox"/> <b>Tract</b> <input type="checkbox"/> <b>Special</b>	<b>Combined Rating</b> <input type="checkbox"/> <b>Above Satisfactory</b> <input type="checkbox"/> <b>Satisfactory</b> <input type="checkbox"/> <b>Below Satisfactory</b>
		Negotiator Name(s):		

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

<b>Essential Duty 1</b>	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"/>	<b>Essential Duty 5</b>	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:				
<b>Essential Duty 2</b>	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"/>	<b>Essential Duty 6</b>	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:				
<b>Essential Duty 3</b>	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"/>	<b>Essential Duty 7</b>	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:				
<b>Essential Duty 4</b>	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"/>	<b>Essential Duty 8</b>		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*

**Communication**

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

*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

3   2   1

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*

**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*

**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

3   2   1

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: