

Nebraska Department of Roads Right of Way Division
Acquisition Consultant
Performance Evaluation

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

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 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Essential Duty 5 Negotiates administrative settlements, within prescribed limits, when it is warranted & provides proper documentation to support the settlement.	3 2 1 <input type="checkbox"/> <input type="checkbox"/> <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 2 1 <input type="checkbox"/> <input type="checkbox"/> <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 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments:		Comments:	
Essential Duty 3 Present offer to owner. Explain plans, valuation documents, contracts, deeds, and if necessary, condemnation procedures	3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Essential Duty 7 Properly submit all required ROW documents for each tract upon completion of negotiations.	3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments:		Comments:	
Essential Duty 4 Acquire the necessary property rights through amicable, problem solving, negotiations with the owner or lessee.	3 2 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Essential Duty 8	3 2 1 <input type="checkbox"/> <input type="checkbox"/> <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
Keeps Chief Negotiator & Supervising ROW Agent well informed
Demonstrates high standards of conduct in carrying out job duties and responsibilities
Professional contact with public

3 2 1

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: