

Fairfax County Government
EMPLOYEE PERFORMANCE EVALUATION

Revised 1/1/2000

SECTION I: IDENTIFICATION

<p>IDENTIFICATION</p> <p>Name _____ SSN _____</p> <p>Agency No. _____ Position No. _____</p> <p>Position Class _____ Grade _____</p>	<p>REVIEW DATE (Date employee signs form) ____/____/____</p> <p>Report period: From ____/____/____ To ____/____/____</p> <p>Reason for evaluation (check one):</p> <p>PB _____ 6-month probationary AN _____ Annual Review</p> <p>SP _____ Special</p> <p style="padding-left: 20px;">Transfer of Employee</p> <p style="padding-left: 20px;">Change of Rater</p> <p style="padding-left: 20px;">Other (Explain)</p> <p>WI _____ Work Improvement Plan</p>
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SECTION II: COUNTY-WIDE BEHAVIORS
INSTRUCTIONS:

1. Please think about the person you are rating against *each* of the County-wide behaviors. You must familiarize yourself with the County-wide behavior definitions before completing this section of the evaluation form.
2. For each County-wide behavior, there are four brief descriptions listed. First read all four of the "behavioral anchors" for each County-wide behavior.
3. For each County-wide behavior, circle the corresponding rating that is most TYPICAL of the employee's performance over the review period.
4. Please do not circle more than one rating for each County-wide behavior.
5. Finally, always keep in mind two things:
 - i) Before deciding on which rating to give, try to think of **SPECIFIC** instances that the individual has demonstrated the behavior on the job.
 - ii) Your rating should reflect the behavior that is **TYPICALLY** displayed i.e. the 'rule' rather than the 'exception to the rule'.

Integrity – In response to questions raised by employees and supervisors, Integrity will not be rated in the first year. Employees and supervisors indicated that the four behavioral anchors as currently written do not clearly represent how integrity would be demonstrated and assessed in the County. Additional employee and supervisor input will be sought during the first year. Revised behavioral anchors will be developed; Integrity will then be included as a behavior to be rated on annual evaluations.

Initiative - is taking independent action and/or creating opportunities to get the job done and prevent or resolve problems.			
Unsatisfactory	Satisfactory	Superior	Exceptional
Currently not adequately demonstrating the behaviors described.	Addresses Current Opportunities or Problems: Recognizes and acts upon present opportunities. Overcomes obstacles to address present problems.	Is Decisive In a Crisis: Acts quickly and decisively. Addresses situations where it would be the norm to wait and hope the issue would resolve itself.	Models Initiative: Inspires others to be proactive. Is viewed as someone who always "steps up to the plate" when opportunities or problems arise.

Respecting Differences – is understanding the differences that others bring as well as seeking and valuing others' input.			
Unsatisfactory	Satisfactory	Superior	Exceptional
Currently not adequately demonstrating the behaviors described.	Understand Others' Views: Understands differing points of view. Avoids stereotyping based on race, gender, disability, age, ethnicity or culture.	Values Others' Input: Is sensitive to others' perspectives and values differing points of view. Publicly supports efforts to include others regardless of race, gender, disability, age, ethnicity or culture.	Seeks Others' Input: Actively seeks out opinions and input from people with varied viewpoints and/or backgrounds to find new approaches to challenges.

Accepting Responsibility – is holding oneself accountable for one's work or actions and striving for continuous improvement of the County's overall effectiveness.			
Unsatisfactory	Satisfactory	Superior	Exceptional
Currently not adequately demonstrating the behaviors described.	Holds Self Accountable: Holds self accountable for work and actions with minimal supervision. Uses resources appropriately.	Optimizes Resources: Structures and organizes work to make optimum use of resources. Offers suggestions for improvement.	Improves Performance: Makes changes in the way work is carried out in an effort to significantly improve individual performance or increase overall group, agency, or County effectiveness.

Service Motivation - is commitment to serve the public and to meet the needs of customers, fellow employees, and the County. It means focusing one's efforts on finding out and meeting the needs of others. Shares information openly.			
Unsatisfactory	Satisfactory	Superior	Exceptional
Currently not adequately demonstrating the behaviors described.	Gives Friendly Service: Gives friendly, thorough and polite service and gives appropriate helpful information to others. Maintains clear communication with others regarding mutual expectations. Shows a commitment to public service.	Acts to Make Things Better: Provides the quality of service essential to high performance. Corrects service problems promptly and non-defensively.	Encourages Others to Serve: Influences others toward a spirit of service and contributing to the goals of the agency and the County mission.

Adaptability - is the ability and willingness to adapt to and work effectively in light of new information, changing situations and/or different environments.			
Unsatisfactory	Satisfactory	Superior	Exceptional
Currently not adequately demonstrating the behaviors described.	Is Open to Change: Willingness to change work or perceptions based on new information or contrary evidence.	Responds to Change: Adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.	Adapts to Change: Anticipates change and looks for ways to revise work to provide excellent service even in changed circumstances. Prioritizes activities in response to County changes, challenges or demands.

SECTION III: PERFORMANCE ELEMENTS

INSTRUCTIONS:

1. For each performance element, there are four brief descriptions listed. First read all four of the descriptors for each performance element.
2. For each performance element, circle the corresponding rating that best describes the employee's performance **over the performance period**.
3. Please do not circle more than one rating for each performance element.
4. It is assumed that employees achieving a superior or exceptional level of performance are also meeting or surpassing the requirements of lower levels of performance.
5. If the performance element is not applicable to the functional area being assessed, please circle "Not Applicable" and make no further rating for the performance element.

1.				Not Applicable
Unsatisfactory	Satisfactory	Superior	Exceptional	
Little progress toward meeting requirements of performance element	Met requirements of performance element	Met and somewhat surpassed requirements of performance element	Met and greatly surpassed requirements of performance element	

2.				Not Applicable
Unsatisfactory	Satisfactory	Superior	Exceptional	
Little progress toward meeting requirements of performance element	Met requirements of performance element	Met and somewhat surpassed requirements of performance element	Met and greatly surpassed requirements of performance element	

3.				Not Applicable
Unsatisfactory	Satisfactory	Superior	Exceptional	
Little progress toward meeting requirements of performance element	Met requirements of performance element	Met and somewhat surpassed requirements of performance element	Met and greatly surpassed requirements of performance element	

4.				Not Applicable
Unsatisfactory	Satisfactory	Superior	Exceptional	
Little progress toward meeting requirements of performance element	Met requirements of performance element	Met and somewhat surpassed requirements of performance element	Met and greatly surpassed requirements of performance element	

5.				Not Applicable
Unsatisfactory	Satisfactory	Superior	Exceptional	
Little progress toward meeting requirements of performance element	Met requirements of performance element	Met and somewhat surpassed requirements of performance element	Met and greatly surpassed requirements of performance element	

6.			Not Applicable
Unsatisfactory	Satisfactory	Superior	Exceptional
Little progress toward meeting requirements of performance element	Met requirements of performance element	Met and somewhat surpassed requirements of performance element	Met and greatly surpassed requirements of performance element

FOR SUPERVISORS ONLY:

7.			Not Applicable
Unsatisfactory	Satisfactory	Superior	Exceptional
Little progress toward meeting requirements of performance element	Met requirements of performance element	Met and somewhat surpassed requirements of performance element	Met and greatly surpassed requirements of performance element

SECTION IV: GOALS

INSTRUCTIONS:

1. For each goal, there are four brief descriptions listed. First read all four of the descriptors for each goal.
2. For each goal, circle the corresponding rating that best describes his or her performance **over the performance period**.
3. Please do not circle more than one rating for each goal.
4. Goals **may** need to be revised during the performance period. Document revisions made in the space directly below the goal. The revisions must be initialed by the employee and supervisor. If a goal is revised, the rating given at the end of the performance period will reflect performance of the **revised** goal.

Goal #1: Revisions: Initials (necessary, if revisions have been made): Employee _____ Supervisor _____			
Unsatisfactory	Satisfactory	Superior	Exceptional
Little progress toward meeting requirements of goal	Met requirements of goal	Met and somewhat surpassed requirements of goal	Met and greatly surpassed requirements of goal

Goal #2: Revisions: Initials (necessary, if revisions have been made): Employee _____ Supervisor _____			
Unsatisfactory	Satisfactory	Superior	Exceptional
Little progress toward meeting requirements of goal	Met requirements of goal	Met and somewhat surpassed requirements of goal	Met and greatly surpassed requirements of goal

SECTION V: FINAL RATING

The employee's final rating will be calculated based on the ratings of the above items. The table below shows all categories of ratings with each category's corresponding range of points, percentages, descriptions, and pay awards.

Category	Points & (Percentage)	Description	Pay Award
Unsatisfactory	Less than 189 (greater than 38%)	Failed to meet performance requirements; Demonstrated unsatisfactory performance throughout the year.	0%
Satisfactory	189 - 313 (38% - 63%)	Met performance requirements on a consistent basis; Demonstrated satisfactory performance throughout the year.	3%
Superior*	314 - 438 (64% - 88%)	Surpassed expectations on a regular basis; Demonstrated superior performance throughout the year.	5%
Exceptional**	Less than 438 (greater than 88%)	Greatly surpassed expectations on a consistent basis; Demonstrated exceptional performance throughout the year.	7%

*Bonus 3% ** Bonus 5%

Employee's final rating: _____

