

# BEE COUNTY EMPLOYEE PERFORMANCE APPRAISAL FORM (Non-Dept Head)

<b>Name:</b>	<b>Employee ID:</b>	<b>Review Date:</b>

<b>Position Title:</b>	<b>Department Name:</b>	<b>Department/Location Number:</b>

**Principal Function(s) of Position:**

**Instructions:** This performance rating form is to be used to document an employee's annual performance. It is intended to accurately and objectively rate performance through observation of behaviors, efficiency, and quality of work performed. Please read the rating definitions below carefully before moving to Section 1. If you have any questions, or need clarification regarding the definitions for ratings and/or behaviors or how to complete this form, please contact Human Resources.

**Rating Definitions**

Rating	Meaning	Definition
<b>5</b>	<b><i>Distinguished</i></b>	Consistently exhibits the highest level of competency, far exceeding the job requirements for this position; always demonstrates positive behaviors associated with success, providing very worthwhile contributions that exhibit imagination and thought processes beyond just the position they are filling, and are highly regarded both within and outside the department. More than capable of promoting to another position within the County if higher position was available.
<b>4</b>	<b><i>Outstanding</i></b>	Consistently performs job tasks/responsibilities above the department standards, providing example to others within the department; exhibits a very high level of competency, continuously demonstrates positive behaviors; meets job requirements in a highly proficient manner, achieving results of a very high quantity and quality.
<b>3</b>	<b><i>Fully Competent/ Performing Well</i></b>	Exhibits complete competency in current role, consistently demonstrates overall positive behaviors, with no major weaknesses observed.
<b>2</b>	<b><i>Needs Improvement</i></b>	Exhibits a marginal level of competency, sometimes performing in a competent, positive manner and other times falling short of acceptable standards (this is not an uncommon rating for inexperienced or developing employees).
<b>1</b>	<b><i>Unacceptable</i></b>	Exhibits a low level of competency, rarely demonstrating positive behaviors associated with meeting performance standards; needs considerable development with a documented development plan and timeline for improvement expectations.