

BLACK HAWK COUNTY EMPLOYEE PERFORMANCE EVALUATION

Employee's Name: _____ Social Security No.: _____

Annual Evaluation ☐ Interim Evaluation ☐ Date Next Evaluation Due: _____

Review Period: from _____ to _____ Effective date of increment raise, if applicable: _____

Employee's Classification: _____ Department: _____

Date began position: _____ Length of time working for present supervisor: _____

RATING CATEGORIES AND DEFINITIONS

- 5 - OUTSTANDING** Consistently exceeds expectations. Performance is characterized by exceptionally high work quality. Employees rated as outstanding repeatedly make contributions which are far above the requirements of their position. They use exceptional judgment and regularly exhibit mastery of their job assignments.
- 4 - EXCEEDS EXPECTATIONS** Frequently exceeds expectations. Performance indicates thorough attention to and the completing of all assigned responsibilities. Unusual problems are properly considered and generally well handled. Individuals strive for job improvement and initiative is regularly displayed. The contribution of these individuals is usually beyond that expected.
- 3 - MEETS EXPECTATIONS** Performance meets the requirements of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently. THIS RATING IS NOT TO BE CONSIDERED AS MARGINAL PERFORMANCE.
- 2 - NEEDS IMPROVEMENT** Performance does not consistently meet minimum expectations of the position. Supervisor needs to provide specific written expectations for improvement.
- 1 - UNSATISFACTORY** Performance does not meet expectations of the position. Supervisor needs to provide specific written expectations for improvement.
- 0 - NOT APPLICABLE**

I. Check the appropriate rating for each factor identified below; the definitions provided are intended to be general guidelines and may not apply to every position. Please follow with comments in support of your rating as appropriate.

General Factors	Rating	Supportive Details or Comments
Job Knowledge and Skills - The extent to which the employee possesses and applies the practical and technical knowledge and skills required to perform the job.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Job Performance - The extent to which the employee's work is consistently accurate, thorough and complete. The extent to which job is performed efficiently and effectively in a professional manner.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Computer Skills - The extent to which the employee has the necessary knowledge and skills to use available computer hardware and software to effectively and efficiently perform job responsibilities.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>	

General Factors	Rating	Supportive Details or Comments
Attendance - The extent to which an employee is punctual, observes designated work break and meal periods, has an acceptable overall attendance record, and properly schedules time off work.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Communication - The extent to which the employee is proficient and professional in oral and written communications. Includes phone skills; listening, understanding, remembering, and following oral/written instructions; asking for clarification when necessary; and providing information to others in a clear, complete and concise manner.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Organizational Skills - The extent to which the employee is able to prioritize work, works efficiently and productively, and effectively manages resources (labor, time, materials, etc.)	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Decision Making/Problem Solving - The extent to which the employee demonstrates proper judgment, decision making, and problem solving skills within the scope of his/her authority.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Interpersonal Skills - The extent to which the employee works cooperatively, and communicates in a courteous and respectful manner, with internal or external customers/ clients, coworkers, supervisors, subordinates, other agencies, and the public.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Initiative - The extent to which the employee is a self-starter, offers to assist others, knows when and how to take action, and shares new and better ideas for improving or streamlining work processes.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Dependability - The extent to which the employee assumes personal responsibility for his/her work, can be relied upon regarding task completion and follow-up, and meets deadlines on time without sacrificing accuracy, work quality, or customer service satisfaction.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Equipment, Safety & Work Area - The extent to which the employee exercises appropriate care of property and equipment used, maintains an orderly work area, exercises good judgment in wearing/using appropriate Personal Protective Equipment, and performs work within safety guidelines and protocols.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	

General Factors	Rating	Supportive Details or Comments
Policy Compliance - The extent to which the employee maintains a positive attitude towards work and compliance with work rules and policies, adheres to County and department policies and procedures, and complies with any applicable federal or state regulations or guidelines.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	

II. Does the employee being evaluated have supervisory responsibilities? Yes ☐ No ☐
If yes, complete this section. If no, skip to section III.

Leadership Skills - The extent to which the employee provides appropriate and effective direction to staff, encourages innovation, motivates staff to accomplish goals, and builds teamwork. Includes setting example for excellence and communicating the vision and goals of the County and department. Also includes the extent to which employee encourages, supports and facilitates cooperation, pride, trust, and group identity.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Supervisory Skills - The extent to which the employee recognizes the need for and appropriately involves others in the completion of work assignments, demonstrates attention to detail, and systematically organizes own work and work of those supervised. Includes clearly defining, overseeing, and ensuring satisfactory completion of delegated work. Also includes extent to which employee shows fairness and impartiality in interactions with staff, resolves conflicts and disputes among staff, and effectively administers applicable rules, contracts, policies and procedures; and supports the County and department goals. If applicable, includes extent to which employee appropriately handles corrective discipline and employee grievances; maintains appropriate performance and situational documentation; and prepares and conducts meaningful and objective performance evaluations on each individual supervised.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Developing Staff - The extent to which the employee is able to select, train, and develop staff to function effectively with a high degree of independence. Includes identifying potential in staff and providing and recommending training and developmental experience to realize that potential. Also includes exhibiting effective coaching and training skills, promoting employee development and career growth, and providing timely informal performance feedback.	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/>	

III. Complete this Section for all Employees:

The Employee's overall performance is: Satisfactory <input type="checkbox"/> Unsatisfactory (below average) <input type="checkbox"/>
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Additional Comments or Remarks:

By signing below, I acknowledge that this Performance Evaluation was discussed with me and that I have received a copy of the evaluation. I understand that I may provide a written response to this evaluation to be attached to the evaluation form filed in my personnel file.

Employee's signature: _____ Date: ____/____/____

Supervisor's signature: _____ Date: ____/____/____

Department Head's signature: _____ Date: ____/____/____

Original to: Human Resources

Copies to: Employee

Supervisor/Department