

Employee Name & Title: \_\_\_\_\_ County: \_\_\_\_\_

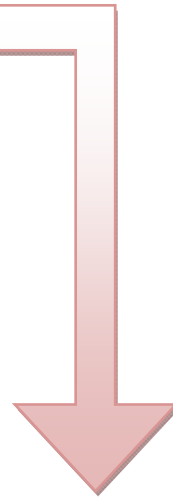
# STAFF PERFORMANCE EVALUATION

(EVALUATION PERIOD DATES: \_\_\_\_\_ TO \_\_\_\_\_)



## PERFORMANCE EVALUATION RATING DESCRIPTIONS:

- **Outstanding** - Employee's job performance is exceptional in comparison to job requirements, essential duties, and/or responsibilities and, if applicable, in comparison to other employees performing similar duties. Performance at this level **consistently exceeds** expectations and makes significant contributions to the mission of the unit.
- **Highly Effective** - Employee's job performance **consistently meets** and **frequently exceeds** job requirements, essential duties, and/or responsibilities. Performance at this level is considered above average in comparison to job requirements and to others performing similar duties, when applicable.
- **Effective** - Employee **consistently meets** all job requirements, essential duties, and/or responsibilities in a competent manner. This is the minimum expected level of performance for employees.
- **Needs Improvement** - Employee **meets some but not all** job requirements, essential duties, and responsibilities. Guidance and/or coaching are needed for improvement.
- **Unsatisfactory** - Employee **does not meet** job requirements, essential duties, and/or responsibilities for position. Immediate and significant improvement is needed.



Please select the rating by checking off one column. COMMENTS ARE NECESSARY AND HIGHLY ENCOURAGED.						O	HE	E	NI	U
<b>CONTINUOUS LEARNING AND JOB KNOWLEDGE</b>										
1. Rate the employee's demonstrated <b>job knowledge</b> . Consider factors such as: - time in the position - extent to which efforts are made to stay up-to-date - extent to which employee is consulted by others on technical matters										
2. Rate the employee's <b>job performance</b> . Consider factors such as: - use of resources and technology - initiative to seek feedback and development opportunities to improve performance - willingness to accept coaching and implement changes to improve work performance - level of supervision required										
Comments:										
<b>BUILDING RELATIONSHIPS</b>										
1. Meets customer and stakeholder needs in a timely and courteous manner										
2. Identifies and shares information with all relevant individuals and groups										
Comments:										
<b>COMMUNICATION</b>										
1. Organizes and verbally communicates ideas and information clearly										
2. Expresses disagreement in a constructive, non-confrontational manner										
3. Listens attentively and responds appropriately.										
Comments:										
<b>DEPENDABILITY AND ORGANIZATIONAL SUPPORT</b>										
1. Follows instructions and responds promptly to management direction										
2. Meets attendance and punctuality guidelines - keeps commitments										
3. Follows policies and procedures										
4. Takes responsibility for own actions										
5. Uses best practices to assist in ensuring the safety of self and others										
Comments:										

TEAMWORK, COOPERATION AND DIVERSITY COMMITMENT					
1. Contributes to building a positive team spirit					
2. Works actively to resolve conflicts					
3. Supports diversity initiatives and respects and values individual differences					
Comments:					
ACHIEVEMENT ORIENTATION					
1. Remains open to new ideas and modifies behavior or work methods in response to new information or changing circumstances.					
2. Performs work with individual motivation, self-confidence, and minimal instruction					
Comments:					
JUDGEMENT AND DECISIONS					
1. Exhibits sound and accurate judgment					
2. Includes appropriate people in decision-making process					
Comments:					
LEADERSHIP AND INITIATIVE					
1. Demonstrates high standards of conduct and personal accountability					
2. Anticipates needs and takes action without waiting to be told					
Comments:					
SUPERVISOR EVALUATION FACTOR - Managing and Supervising People (if applicable)					
1. Provides timely direction and gains employee commitment					
2. Maintains open communications and solicits feedback from subordinates as appropriate					
3. Motivates others to perform well					
4. Provides opportunities for subordinates' skill development and encourages professional growth					
5. Recognizes and rewards contributions					
6. Delegates work assignments as appropriate					
Comments:					
PERFORMANCE OBJECTIVES & DEVELOPMENT					
1. <u>Objectives and Goals</u> Development Plan:					
2. <u>Additional Evaluator Comments</u> - List any additional observations or concerns not addressed previously, such as to acknowledge noteworthy accomplishments, pointing out areas requiring improvement.					
3. <u>Performance Summary</u> - Evaluate employee on their job responsibilities based on preceding comments and ratings. Consider both strengths and limitations and the <b>employee's overall success in fulfilling position responsibilities.</b>					
4. <u>Employee Comments</u> - Supporting documents can be attached					
ACKNOWLEDGMENT & SIGNATURES					
I acknowledge and certify that this performance evaluation was reviewed by me and was conducted to evaluate my performance and to discuss future performance and development plans.					
Employee Signature: _____			Date: _____		
Supervisor Signature: _____			Date: _____		