

Montgomery County

EMPLOYEE PERFORMANCE APPRAISAL FORM (Non-Dept Head)

Name: **Employee ID:** **Review Date:**

Position Title: **Department Name:** **Department/Location Number:**

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
5	Distinguished	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.
4	Outstanding	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.
3	Fully Competent/Performing Well	Exhibits complete competency in current role, consistently demonstrates overall positive behaviors, with no major weaknesses observed.
2	Needs Improvement	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).
1	Unacceptable	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.

Section I: Key Elements of Success
 Below are a list of 8 key elements which are required by all employees to achieve the County's overall goals - meeting the needs of the County residents and other visitors.

Using a Rating Scale of 1 to 5 (1=unacceptable, 2= needs improvement, 3=Fully Competent/Performing Well, 4= Outstanding, 5= Distinguished) assess the employee's current contribution towards each of these baseline factors. For a more complete description of performance rating, please refer to Performance Rating Definitions (above).

Be sure to consider contributions for the entire rating period, and provide specific comments/examples regarding performance ratings lower or higher than "3", or for any element rating needing further explanation or clarification. Please use the SMART (Specific, Measurable, Attainable, Relevant, Time Framed) techniques when providing explanations details.

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Key Element	Behavior Example	Rating (1-5)
Interaction with Others	Ensures that department initiates actions to meet the expectations of those within and outside county government; reinforces a positive image of county government with the public; integrates his/her focus on the public into daily and long-term activities; as a department head, works with employees to deal with identified issues in a timely and appropriate manner. (This includes both internal and external contacts.)	<input type="text"/>
Comments		
Communication	Initiates new solutions for department and/or County on daily and long-term activities and seeks out input from outside contacts and other departments. Communicates appropriate information in a timely manner; makes effort to assure lines of communication are kept open; conveys both written and oral information effectively; actively listens to others while offering appropriate feedback; and, if in a leadership role, communicates reason for change in a timely fashion while providing a supportive climate during periods of transition.	<input type="text"/>
Comments		
Initiative	Initiates new solutions on daily and long-term activities and seeks out input from customers and/or other employees in developing new ways of looking at opportunities; and, if the employee is in a leadership role, empowers subordinates by delegating work with authority and accountability to get the job done.	<input type="text"/>
Comments		
Judgement	Analyzes problems to determine causes, then develops solutions; follows through to ensure solutions are executed and solve problems; and if in a leadership role, creates a shared vision of the corporate goals and how they impact individual goals.	<input type="text"/>
Comments		
Teamwork	Encourages teamwork; asks for involvement from others; contributes as a team member effectively and manages interpersonal conflicts to resolution; respects team members by being at work as scheduled and observing the appropriate meal and/or break periods; and, if in a leadership role, works with team to set goals for continuous improvements and monitors performance.	<input type="text"/>
Comments		

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Job Knowledge	Knowledgeable in all aspects of the position and possesses the essential skills to complete assigned tasks; is aware of changes affecting the position and consistently works to expand knowledge of the position and County services; and, if in a leadership role, works to ensure that team members are kept up to date regarding latest position and/or County changes.	
Comments		
Work Quality	Understands and completes assigned job duties in a timely and accurate manner; identifies specific actions and reasonable time-frames to execute work plans and meet objectives; and, if in a leadership role, reinforces positive performance using appropriate rewards and recognition.	
Comments		
Safety	Performs job functions safely; keeps assigned work area free from unsafe debris; and if in a leadership role, encourages others to work in a safe manner.	
Comments		

Overall Performance Rating:
(Total Rating Points divided by 8)

Section II: Developmental Plan

Expectations for the upcoming rating period. Remember to be specific, providing details and expected completion dates.

Expectation/Goal:

Specific Details

Expectation/Goal:

Specific Details

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Expectation/Goal:

Specific Details

Expectation/Goal:

Specific Details

Supervisor Comments and summary of overall performance:

Employee Comments:

Employee Signature

Date

Supervisor's Signature

Date

Department Head/Elected Official Signature

Date