CASS COUNTY

INDIVIDUAL DEVELOPMENT AND PERFORMANCE PROGRAM



Employee Name:	Title:						W.	
Department:	Unit:							
Rating Period-From:	To:							
Grade/Step:								
Reason for Appraisal:End of Probationary Period		Quarterly	<i></i>	_Annual	_	S	special	
ral Appraisal of Employee Performance		Evaluation by: Employee		Evaluation by: Employer		by:		
Complete items 1- 10 for all employees A thorough discussion of the ratings between the employee and the supervisor is essential to the success of the evaluation process.		Satisfactory	Needs Improvement	Not Satisfactory	Satisfactory	Needs Improvement	Not Satisfactory	
Job Knowledge: Consider knowledge of duties and responsibilities as well as technical k required to meet those duties and responsibilities.	nowledge							
2. Productivity: Evaluate amount of work completed successfully compared to expectations	s for this job.							
3. Quality: Rate accuracy, completeness, economy of work – overall quality.								
4. Initiative: Self-motivation – consider amount of direction required, efforts to improve meth techniques, consistency in trying to do better.	ods and							
Use of Time: Uses available time wisely, completes tasks on schedule, punctual.								
6. Planning: Sets realistic objectives, logical priorities, anticipates and prepares for future reallocates resources economically.	equirements,							
7. Follow-up: Maintains control of task assignments, following through to completion.								
Human Relations: Contributes to a cordial work climate, communicates, promotes harmonenthusiasm, maintains appropriate attitude toward co-workers, clients, and customers.	ny and							
9. Leadership: Sets high standards, encourages others to perform efficiently, communicate	s well.							
10. Contribution to Department Goals: Evaluate understanding and contribution to county departmental goals.	wide and							
Add any additional comments on reverse side. Attach additional sheets pursuan	t to departmental p	rocedure	s/expectation	IS.				
Summary: Overall Performance ReviewAchieves the requirements of the positionDoes not achieve the requirement of the position								
Supervisor Comments:								
Employee Comments:								

NOTICE TO EMPLOYEE REGARDING PERFORMANCE DATA

This self-assessment tool is part of your performance evaluation retained in your personnel file. Cass County is therefore required to provide the following data privacy notice:

The information requested on this self-evaluation is being collected as a part of Cass County's performance management system. The information may be used by Cass County in making decisions regarding your performance, job duties and assignments and in evaluating policies and practices of Cass County. If necessary, the information may also be used in administrative proceedings or disciplinary actions. You are not legally required to provide any of the information requested by this form at this time. However, the failure to provide all relevant information may result in Cass County decisions being made without the benefit of your input. The information which you provide on this self-evaluation is private personnel data that may only be released, as needed, to Cass County supervisory employees and the Board of Commissioners, its legal counsel, agents of Cass County, other individuals and entities authorized by law to receive it, or as ordered by a court of law.

I acknowledge that I have been notified that the Cass County Personnel Rules & Policies are located on the Cass County website via the link below and that my department head has a paper copy available for my use. I also acknowledge that updates to the policies may be posted from time to time. I understand that it is my responsibility to read the policies. I further understand that if I have any questions regarding these policies it is my responsibility to ask for clarification. http://www.co.cass.mn.us/pdfs/personnel_policies.pdf

Supervisor Signature	Title	Date				
Department Head Signature	Title	Date				
Employee Certification: By signing this appraisal I acknowledge that I have read and had an opportunity to discuss the contents with my supervisor. I also acknowledge that I have been given an opportunity to read the foregoing NOTICE TO EMPLOYEE REGARDING PERFORMANCE DATA prior to being interviewed. I understand that I retain the right to prepare and submit comments on any areas of this appraisal.						
Employee Signature		Date				