Reset Form

*Employee Name & Title:*_____ *County:*_____

STAFF PERFORMANCE EVALUATION

(EVALUATION PERIOD DATES:_____TO_____)

PERFOMANCE EVALUATION RATING DESCRIPTIONS:

- **Outstanding** - Employee's job performance is exceptional in comparison to job requirements, essentials 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
CONTINUOUS LEARNING AND JOB KNOWLEDGE					
1. Rate the employee's demonstrated **job knowledge**. 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 **job performance**. 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:					
BUILDING RELATIONSHIPS					
1. Meets customer and stakeholder needs in a timely and courteous manner	☐	☐	☐	☐	☐
2. Identifies and shares information with all relevant individuals and groups	☐	☐	☐	☐	☐
Comments:					
COMMUNICATION					
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:					
DEPENDABILITY AND ORGANIZATIONAL SUPPORT					
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:					

Employee Name & Title: _____ ***County:*** _____

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					

PERFORMANCE OBJECTIVES & DEVELOPMENT

1. Objectives and Goals Development Plan:

2. Additional Evaluator Comments - List any additional observations or concerns not addressed previously, such as to acknowledge noteworthy accomplishments, pointing out areas requiring improvement.

3. Performance Summary - Evaluate employee on their job responsibilities based on preceding comments and ratings. Consider both strengths and limitations and the **employee's overall success in fulfilling position responsibilities**.					

4. Employee Comments - 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: _____