

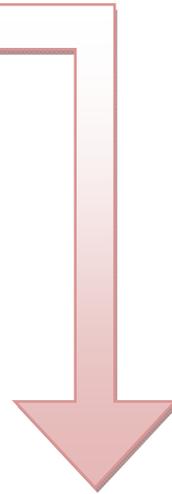
Employee Name & Title: \_\_\_\_\_ County: \_\_\_\_\_

## 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:										

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

<b>TEAMWORK, COOPERATION AND DIVERSITY COMMITMENT</b>	<b>O</b>	<b>H</b>	<b>E</b>	<b>N</b>	<b>I</b>	<b>U</b>
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:						
<b>ACHIEVEMENT ORIENTATION</b>						
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:						
<b>JUDGEMENT AND DECISIONS</b>						
1. Exhibits sound and accurate judgment						
2. Includes appropriate people in decision-making process						
Comments:						
<b>LEADERSHIP AND INITIATIVE</b>						
1. Demonstrates high standards of conduct and personal accountability						
2. Anticipates needs and takes action without waiting to be told						
<b>PERFORMANCE OBJECTIVES &amp; DEVELOPMENT</b>						
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						
<b>ACKNOWLEDGMENT &amp; SIGNATURES</b>						
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: _____			