

Employee Evaluation

Employee Name:		Employee Clock #:	
Job Title:		Reason for Review	
Department:			Annual
Hire Date:		30-Day	90-Day
Evaluator Name:			*Final



Purpose

The County utilizes a formal system of performance evaluation for employees that sets job expectations and assesses employee performance. Key objectives are to:

- Provide regular evaluation of employees' performance, focusing on the job's essential duties;
- Serve as a guide in planning training and development for employees;
- Provide an opportunity for employees to discuss potential job concerns and career interests with their supervisor.

Performance Standards

The County has established standards for the evaluation of the employee's performance of his/her classification's job duties based on identified competencies. Each has established thresholds for meaningful distinctions in performance. Supervisors will utilize the following standards when evaluating employees' performance.

Does Not Meet Expectations	Needs Improvement	Meets Expectations	Significantly Exceeds Expectations
1	2	3	4
<i>Performance is below requirements; does not meet expectations; significant improvement is required.</i>	<i>Performance meets some but not all expectations for the job; improvement is needed.</i>	<i>Performance meets expectations for the job; performs the job standard proficiently and satisfactorily.</i>	<i>Performance exceeds expectations; performs significantly above the job standard.</i>

Goal Standards

The County has established standards for the evaluation of the supervisor's accomplishment of established goals. Evaluators (managers) will utilize the following standards for this evaluation:

Below Expectations	Meets/Exceeds Expectations
0	1
<i>Result did not meet expectations, no or some level of effort was made and little or no level of accomplishment was achieved.</i>	<i>Result met or exceeded expectation defined by metric; accomplished goal on time or ahead of time.</i>

Completing the Evaluation

Competencies: Competency ratings will be determined by the supervisor/evaluator based on the employee's performance during the review period related to each competency factor. Competency factors are applicable to all positions, and competency performance definitions have been listed for each factor.

Evaluation Rating: An overall performance rating for the evaluation period will be calculated utilizing this form/tool.

Routing: The supervisor will provide the completed evaluation to the next level supervisor for review and signature prior to meeting with the employee.

Performance Meeting: Following approval from the next level supervisor, the evaluator will meet with the employee to discuss the evaluation. The employee must sign that he/she has received the evaluation and is encouraged to provide their comments. The evaluator will sign the evaluation, and provide a copy to the employee.

Employee Record: The evaluator will provide the completed, signed evaluation to Human Resources for placement in the employee's official employee file.

Competencies

Employee Name:			
Job Knowledge and Continuous Learning			
Demonstrates applied knowledge of job; displays ongoing commitment to learning and self-improvement.			
1	2	3	4
<i>Does not demonstrate knowledge of job or take initiative in learning or acquiring necessary skills or knowledge. Requires constant direction; needs improvement.</i>	<i>Demonstrates some knowledge of job; attempts to learn and acquire necessary skills. Requires direction; must demonstrate improved level of skill and ability to perform job.</i>	<i>Demonstrates proficient level of knowledge in performance of job. Takes initiative in learning and implementing new concepts, technologies and methods and acquiring new skills and knowledge.</i>	<i>Demonstrates excellent knowledge and proficiency in performance of job. May lead initiatives in learning and implementing new concepts, technologies and/or methods. Often seeks and acquires new skills and knowledge.</i>
			Competency Rating
Job Knowledge & Continuous Learning			
Comments:			
Communication			
Demonstrates skill and ability to communicate, convey, and deliver information to coworkers, leaders, customers, and citizens in a manner that is understood.			
1	2	3	4
<i>Does not demonstrate skill or ability to communicate (verbally and in writing) effectively; fails to convey issues and information, does not articulate ideas in clear manner; can't be understood.</i>	<i>Demonstrates some ability and skill in communicating (verbally and in writing) effectively, can sometimes convey issues and information successfully, and be understood. Typically needs to clarify communications.</i>	<i>Demonstrates proficient skill and ability in communicating (verbally and in writing) effectively with others; consistently is able to convey issues and information successfully and be easily understood. Communications rarely need clarification.</i>	<i>Demonstrates excellent skill and ability in communicating (verbally and in writing) effectively with others; is seen as expert in conveying issues and information and is easily understood. Communications do not need clarification.</i>
			Competency Rating
Communication			
Comments:			
Teamwork and Collaboration			
Demonstrates skill and ability to work effectively as part of a team/work group and across the organization; promotes cooperation and commitment.			
1	2	3	4
<i>Does not demonstrate ability or skill to work well with others; is sometimes disruptive and acts independently without regard for others/team; does not listen to others' ideas or support team decisions.</i>	<i>Demonstrates some level of skill and ability to work well with others; may act independently without regard for team; may support others' ideas and team decisions.</i>	<i>Demonstrates proficient skill and ability in working with others; contributes to success of team and typically encourages participation; listens to and supports diverse ideas and team decisions.</i>	<i>Demonstrates excellent skill and ability in working with others; promotes success of team and encourages participation; seeks team input and listens to diverse ideas; may lead team to make collaborative decisions.</i>
			Competency Rating
Teamwork and Collaboration			
Comments:			

Competencies

Employee Name:

Quality of Work			
Demonstrates skill and ability to produce quality work (thorough, accurate, neat, etc.)			
1	2	3	4
<i>Does not demonstrate skill and ability in producing quality work; is not thorough, accurate, or neat in conducting work and delivering services; must constantly redo work.</i>	<i>Demonstrates minimum level of skill and ability in producing quality work; is not usually thorough, accurate, or neat in conducting work and delivering services; typically requires work to be redone.</i>	<i>Demonstrates proficient level of skill and ability in producing quality work; is usually thorough, accurate, and neat in conducting work and delivering services; typically work does not need to be redone.</i>	<i>Demonstrates excellent level of skill and ability in producing quality work; exceeds standards in being thorough, accurate, and neat in conducting work and delivering services; work product may be utilized as example for others.</i>
			Competency Rating
Quality of Work			
Comments:			
Dependability/Reliability/Accountability			
Demonstrates dependability, fulfills commitments, follows through and is accountable; performs work to expected standards; accepts responsibility for own actions/decisions and demonstrates commitment to accomplish work in ethical, efficient and cost-effective manner.			
1	2	3	4
<i>Is not reliable (on duty when and where required); requires constant supervision; cannot be counted on to perform the work; does not demonstrate accountability/take responsibility own actions/work.</i>	<i>Most often is not reliable (on duty when and where required); may complete some work to expected standards; requires considerable supervision; cannot be relied upon to accomplish assignments; does not take responsibility or accountability for own actions/work.</i>	<i>Is reliable (on duty when and where required) and completes work to expected standards; meets commitments; does not typically require supervision; can be counted on to accomplish assignments; takes responsibility and is accountable for actions/work.</i>	<i>Is very reliable (on duty when and where required) and often exceeds standards and commitments; does not require supervision; takes responsibility and is highly accountable for own actions/work.</i>
			Competency Rating
Dependability/Reliability/Accountability			
Comments:			
Productivity/Work Output			
Utilizes time appropriately to successfully accomplish tasks; produces expected quantity of work and or provides services in a timely manner; meets deadlines.			
1	2	3	4
<i>Does not demonstrate good time management; does not produce the amount of work/services that is expected; does not meet deadlines; must improve.</i>	<i>May manage time for some tasks though is inconsistent; produces a portion of expected amounts of work/services by set deadlines; needs to increase work output.</i>	<i>Demonstrates appropriate time management; produces expected quantity of work/services while meeting deadlines; productivity/work output meets standard.</i>	<i>Demonstrates exceptional time management; consistently produces expected quantities of work/services; often accomplishes ahead of schedule/deadline.</i>
			Competency Rating
Productivity/Work Output			
Comments:			

Competencies

Employee Name:

Customer Focus			
Demonstrates commitment to delivery of work products/services; builds and maintains both internal and external customer satisfaction.			
1	2	3	4
<i>Does not demonstrate commitment to delivery of work products/services; does not seek to build and maintain satisfaction of both internal and external customers.</i>	<i>Demonstrates a minimal level of commitment to delivery of work products/services; does not actively seek to build and maintain satisfaction of both internal and external customers.</i>	<i>Demonstrates substantial commitment to delivery of work products/services; actively seeks to build and maintain both internal and external customer satisfaction.</i>	<i>Demonstrates exemplary commitment to delivery of work products/services; excels in building and maintaining both internal and external customer satisfaction.</i>
			Competency Rating
Customer Focus			
Comments:			
Initiative			
Does more than required or expected; plans ahead and takes appropriate action; recognizes and capitalizes on opportunities for improvement.			
1	2	3	4
<i>Does not take initiative or drive efforts/action; requires prompting and directing, does not plan ahead or recognize opportunities for improvement.</i>	<i>Takes little initiative and minimally drives efforts/actions; usually requires prompting and directing, may sometimes plan ahead and usually does not recognize opportunities for improvement.</i>	<i>Takes initiative and drives efforts/actions; does not require prompting and directing, typically plans ahead and recognizes opportunities for improvement.</i>	<i>Consistently takes initiative and drives efforts/actions; usually always plans ahead; seeks and recognizes opportunities for improvement.</i>
			Competency Rating
Initiative			
Comments:			

Employee Name:

Goal Results: Evaluation Period

Goal	Result	Rating

Goal Setting: Next Evaluation Period

Goal	Metric
<i>Should be related to a critical or significant component of the job and needs of the County or department.</i>	<i>How will the goal be measured?</i>

Evaluation Rating

Employee Name:	
Competency Rating:	
Goal Rating:	
Overall Rating:	

Comments
<p>The supervisor (evaluator) comments are provided as a brief summary of the employee's performance for the evaluation period. Employees are encouraged to provide comments regarding their performance; though they are not required.</p>
Supervisor Comments:
Employee Comments:

Signatures	
<p>The employee's signature indicates that he/she received a copy of this evaluation and had the opportunity to review and discuss the evaluation with his/her supervisor; <i>it does not necessarily indicate agreement with the evaluation.</i></p>	
Employee:	Date
Immediate Supervisor:	Date
Next Level Supervisor:	Date

[Complete this section ONLY for Final Probationary Report Recommendation:](#)

Do you recommend that this Probationary Period Employee be continued as a Regular Full-Time employee and given MERIT STATUS? **Yes** **No**

If **NO**, why should the employee be released or returned to a previous position (*if a position is available*)?