

## PERFORMANCE APPRAISAL

Employee Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Employee Payroll Number \_\_\_\_\_

Reason for Review:         End Introductory/Training Period         Salary Increase

End Disciplinary Probation Period         Change in Status

Date employee began present position \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of last appraisal \_\_\_\_/\_\_\_\_/\_\_\_\_ Scheduled appraisal date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Instructions:** Carefully evaluate employee's work performance in relation to current job requirements. Check rating box to indicate the employee's performance. Indicate "Not Applicable" if area does not pertain to this employee's job duties. Provide written details explaining why employee does not meet standards.

- Quality** – The extent to which an employee's work is accurate, thorough and neat.

| General Factors                      | Supportive Details |
|--------------------------------------|--------------------|
| Meets Standard Requirements          |                    |
| Does Not Meets Standard Requirements |                    |
| Not Applicable                       |                    |

- Productivity** – The extent to which an employee produces a significant volume of work efficiently in a specific period of time.

| General Factors                      | Supportive Details |
|--------------------------------------|--------------------|
| Meets Standard Requirements          |                    |
| Does Not Meets Standard Requirements |                    |
| Not Applicable                       |                    |

- Job Knowledge** - The extent to which an employee possess the practical / technical knowledge required on the job.

| General Factors                      | Supportive Details |
|--------------------------------------|--------------------|
| Meets Standard Requirements          |                    |
| Does Not Meets Standard Requirements |                    |
| Not Applicable                       |                    |

- Reliability** - The extent to which an employee can be relied upon regarding task completion and follow up.

| General Factors                      | Supportive Details |
|--------------------------------------|--------------------|
| Meets Standard Requirements          |                    |
| Does Not Meets Standard Requirements |                    |
| Not Applicable                       |                    |

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5. **Availability** - The extent to which an employee is punctual, observes prescribed work breaks / meal periods, and has an acceptable overall attendance record.

| General Factors          |                                      | Supportive Details |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Meets Standard Requirements          |                    |
| <input type="checkbox"/> | Does Not Meets Standard Requirements |                    |
| <input type="checkbox"/> | Not Applicable                       |                    |

6. **Independence** - The extent to which an employee performs work with little or no supervision.

| General Factors          |                                      | Supportive Details |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Meets Standard Requirements          |                    |
| <input type="checkbox"/> | Does Not Meets Standard Requirements |                    |
| <input type="checkbox"/> | Not Applicable                       |                    |

7. **Creativity** - The extent to which an employee proposes ideas, and finds new and better ways of doing things.

| General Factors          |                                      | Supportive Details |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Meets Standard Requirements          |                    |
| <input type="checkbox"/> | Does Not Meets Standard Requirements |                    |
| <input type="checkbox"/> | Not Applicable                       |                    |

8. **Initiative** - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.

| General Factors          |                                      | Supportive Details |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Meets Standard Requirements          |                    |
| <input type="checkbox"/> | Does Not Meets Standard Requirements |                    |
| <input type="checkbox"/> | Not Applicable                       |                    |

9. **Adherence to Policy**- The extent to which an employee follows safety and conduct rules and other regulations and adheres to county policies.

| General Factors          |                                      | Supportive Details |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Meets Standard Requirements          |                    |
| <input type="checkbox"/> | Does Not Meets Standard Requirements |                    |
| <input type="checkbox"/> | Not Applicable                       |                    |

10. **Interpersonal Relationship** - The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with co-workers, supervisors, subordinates and / or outside contacts.

| General Factors          |                                      | Supportive Details |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Meets Standard Requirements          |                    |
| <input type="checkbox"/> | Does Not Meets Standard Requirements |                    |
| <input type="checkbox"/> | Not Applicable                       |                    |

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11. **Judgment** - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.

| General Factors          |                                      | Supportive Details |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Meets Standard Requirements          |                    |
| <input type="checkbox"/> | Does Not Meets Standard Requirements |                    |
| <input type="checkbox"/> | Not Applicable                       |                    |

12. **Supervision of Subordinates** - The extent to which an employee demonstrates an ability and willingness to supervise, oversee, direct or train subordinate personnel and programs.

| General Factors          |                                      | Supportive Details |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Meets Standard Requirements          |                    |
| <input type="checkbox"/> | Does Not Meets Standard Requirements |                    |
| <input type="checkbox"/> | Not Applicable                       |                    |

13. **Coordination of Functions** - The extent to which a supervisor is successful in coordinating the work activities of subordinate personnel and programs under the supervisor's direction.

| General Factors          |                                      | Supportive Details |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Meets Standard Requirements          |                    |
| <input type="checkbox"/> | Does Not Meets Standard Requirements |                    |
| <input type="checkbox"/> | Not Applicable                       |                    |

14. **Leadership** - The extent to which a superior demonstrates time management, flexibility / adaptability, integrity, delegation of authority and cooperation / participation as a team member.

| General Factors          |                                      | Supportive Details |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Meets Standard Requirements          |                    |
| <input type="checkbox"/> | Does Not Meets Standard Requirements |                    |
| <input type="checkbox"/> | Not Applicable                       |                    |

15. **Communication** - The extent to which a supervisor demonstrates an ability to clearly and concisely communicate information (either oral or written) to supervisors, peers or subordinates.

| General Factors          |                                      | Supportive Details |
|--------------------------|--------------------------------------|--------------------|
| <input type="checkbox"/> | Meets Standard Requirements          |                    |
| <input type="checkbox"/> | Does Not Meets Standard Requirements |                    |
| <input type="checkbox"/> | Not Applicable                       |                    |

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**Complete All of the Following Sections:**

1. Accomplishments or new abilities demonstrated since last review:
2. Specific areas of improvement needed:
3. Recommendations for professional development (seminars, training, schooling, etc.)
4. Absences: Number of incidents: [ ]                      Number of Days: [ ]
5. Rate employee's overall performance in comparison to position duties and responsibilities:

| General Factors |                                      | Supportive Details |
|-----------------|--------------------------------------|--------------------|
|                 | Meets Standard Requirements          |                    |
|                 | Does Not Meets Standard Requirements |                    |

Discussed with individual on: \_\_/\_\_/\_\_

\* Employee's Signature: \_\_\_\_\_

**\* If employee disagrees with the appraisal, he/she may attach appropriate comments.**

Follow-up requested / desired: Yes [ ] or No [ ]              Follow-up Date: \_\_/\_\_/\_\_

Evaluator's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Department Head's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Department Head's Comments: (if any)

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