

## EMPLOYEE PERFORMANCE REVIEW

<b>EMPLOYEE NAME:</b>	<b>POSITION / TITLE:</b>	<b>EMPLOYEE NO:</b>
-----------------------	--------------------------	---------------------

<b>DEPARTMENT:</b>	<b>DATE OF HIRE:</b>	<b>DATE OF LAST REVIEW:</b>	<b>CURRENT REVIEW DATE:</b>
--------------------	----------------------	-----------------------------	-----------------------------

**SECTION 1:**  
 Indicate the performance level rating for each of the following key result areas or categories. Write comments to explain ratings. If possible, include observations and dates of actual performance. NOTE: If a category does not apply, cross it out. Several examples of behavior are included under each key result area. These are not meant to be inclusive of all proper behaviors for that category.

Fails to Meet Standards <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meet Standards <input type="checkbox"/>	Above Average <input type="checkbox"/>	Exceptional <input type="checkbox"/>
--	--	---	--	---

**PRODUCTIVITY:**

- Completes assignments thoroughly in time required
- Completes assignments in an acceptable manner.
- Produces acceptable quantity / quality of work-such as number of tasks, reports, problem solving etc.
- Works independently when necessary.
- Initiates tasks to stay busy and productive when necessary

**COMMENTS:**

  
  
  
  
  

Fails to Meet Standards <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meet Standards <input type="checkbox"/>	Above Average <input type="checkbox"/>	Exceptional <input type="checkbox"/>
--	--	---	--	---

**COMMUNICATION SKILLS:**

- Presents ideas and listens to others.
- Follows Directions.
- Completes work related documents in a clear, concise and thorough manner.
- Courteously interacts with other employees and the public.
- Keeps manager and others advised and adequately informed of problems, ideas or decisions when needed.
- Demonstrates effective use of electronic communications.
- Responds to telephone calls/requests promptly.

**COMMENTS:**

  
  
  
  
  

Fails to Meet Standards <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meet Standards <input type="checkbox"/>	Above Average <input type="checkbox"/>	Exceptional <input type="checkbox"/>
--	--	---	--	---

**ATTENDANCE: (attach sick leave assessment)**

- Reliability.
- Tardiness.
- Absenteeism.
- Adheres to established guidelines and rules, including time and attendance management.

**COMMENTS:**

  
  
  
  
  

Fails to Meet Standards <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meet Standards <input type="checkbox"/>	Above Average <input type="checkbox"/>	Exceptional <input type="checkbox"/>
--	--	---	--	---

**COOPERATION AND ATTITUDE:**

- Follows policies and procedures.
- Works well with supervisor.
- Follows directions.
- Accepts criticism.
- Willingness to perform assigned tasks.
- Displays initiative / motivation.

**COMMENTS:**

  
  
  
  
  

Fails to Meet Standards <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meet Standards <input type="checkbox"/>	Above Average <input type="checkbox"/>	Exceptional <input type="checkbox"/>
--	--	---	--	---

<p><b>PROBLEM SOLVING AND DECISION MAKING:</b></p> <ul style="list-style-type: none"> <li>▪ Selects optimal solutions to problems.</li> <li>▪ Consults opinion of supervisor when appropriate.</li> <li>▪ Identifies and resolves problems in a timely manner.</li> <li>▪ Gathers and analyzes information skillfully.</li> <li>▪ Develops alternative solutions.</li> <li>▪ Works well in group problem solving situations.</li> </ul>	<p><b>COMMENTS:</b></p> <p>           Fails to Meet Standards <input type="checkbox"/>                          Needs Improvement <input type="checkbox"/>                          Meet Standards <input type="checkbox"/>                          Above Average <input type="checkbox"/>                          Exceptional <input type="checkbox"/> </p>
<p><b>SAFETY / SECURITY</b></p> <ul style="list-style-type: none"> <li>▪ Performs work in a safe and effective fashion.</li> <li>▪ Follows policies and procedures.</li> <li>▪ Helps maintain and promote security requirements.</li> <li>▪ Uses Personal Protective Equipment when necessary.</li> <li>▪ Identifies and reports unsafe work habits of others to supervisor.</li> </ul>	<p><b>COMMENTS:</b></p> <p>           Fails to Meet Standards <input type="checkbox"/>                          Needs Improvement <input type="checkbox"/>                          Meet Standards <input type="checkbox"/>                          Above Average <input type="checkbox"/>                          Exceptional <input type="checkbox"/> </p>
<p><b>TEAM RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>▪ Promotes team values above self</li> <li>▪ Strives to improve team unity and morale</li> <li>▪ Treats others with respect and dignity</li> <li>▪ Performs as team player, displays good team attitude.</li> </ul>	<p><b>COMMENTS:</b></p> <p>           Fails to Meet Standards <input type="checkbox"/>                          Needs Improvement <input type="checkbox"/>                          Meet Standards <input type="checkbox"/>                          Above Average <input type="checkbox"/>                          Exceptional <input type="checkbox"/> </p>
<p><b>COST CONSCIOUSNESS and GREEN INITIATIVES</b></p> <ul style="list-style-type: none"> <li>▪ Works within approved budget.</li> <li>▪ Conserves organizational resources.</li> <li>▪ Develops and implements cost saving measures.</li> <li>▪ Contributes to profits and revenue.</li> <li>▪ Maintains County facilities, equipment, vehicles and tools</li> <li>▪ Identifies recycling possibilities.</li> </ul>	<p><b>COMMENTS:</b></p> <p>           Fails to Meet Standards <input type="checkbox"/>                          Needs Improvement <input type="checkbox"/>                          Meet Standards <input type="checkbox"/>                          Above Average <input type="checkbox"/>                          Exceptional <input type="checkbox"/> </p>
<p><b>ORGANIZATIONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>▪ Effectively schedules time.</li> <li>▪ Effectively prioritizes assignments and avoids crises.</li> <li>▪ Documents and files information electronically when permitted.</li> </ul>	<p><b>COMMENTS:</b></p> <p>           Fails to Meet Standards <input type="checkbox"/>                          Needs Improvement <input type="checkbox"/>                          Meet Standards <input type="checkbox"/>                          Above Average <input type="checkbox"/>                          Exceptional <input type="checkbox"/> </p>
<p><b>ADDITIONAL COMMENTS AND OTHER REVIEW CRITERIA NOT COVERED IN PREVIOUS SECTIONS:</b></p>	

**SECTION II:**

List Goals and Objectives for the current review period. Indicate the actual performance relative to each and write comments to explain ratings. In addition, special assignments for the current review period may be listed in this section.

**GOAL OR OBJECTIVE:**

**PERFORMANCE RATINGS AND COMMENTS:**

**Goal and Objective Accomplishments:**

Fails to Meet  
Standards

Needs  
Improvement

Meet  
Standards

Above  
Average

Exceptional

**GENERAL COMMENTS RELATING TO DIFFICULTY IN ACHIEVING GOALS:**

**SECTION III:**

Future goals and performance improvement/development plan. (Shall include but is not limited to the following)

**COMMENTS OF EMPLOYEE:**

**SUPERVISOR'S SIGNATURE:**

**DATE:**

**\*EMPLOYEE'S SIGNATURE:**

**DATE:**

**\*Signature signifies receipt of appraisal only and does not necessarily indicate agreement.**



This area is to be completed by the Supervisor:

**PERFORMANCE AWARD:**

Recommended

Not Recommended

**PERFORMANCE AWARD RECOMMENDATION APPROVED:**

Employee has been rated Exceptional in six (6) out of nine (9) areas on this evaluation and is eligible for the \$250 Performance Award.

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date