



Performance Appraisal -Staff 2

Test Appraisal 4

Weights - (Total:100%)

INTRODUCTION

This form is used by the employee to assess self-growth and by the employee's supervisor to assess employee's development and to determine eligibility for an annual step increase. While this form may be discussed infrequently throughout the year, the performance factors identified herein should serve as the foundation for performance throughout the year. Both employee and supervisor will consult this document regularly between performance evaluation conferences as necessary.

INSTRUCTIONS

The supervisor and the employee will each complete a separate copy of this form prior to the evaluation conference. The employee will be provided the form to complete 30 days prior to the evaluation conference. Both forms will provide the basis for the evaluation. The employee will submit their copy of this form to the supervisor prior to or during the evaluation conference.

Performance factors listed as "Outstanding" or "Commendable" require specific narrative detailing the reason for the rating. Performance factors rated "Needs Improvement" or "Unsatisfactory" also require a mandatory narrative on the desired level of achievement necessary to improve performance.

After the evaluation conference the employee and the supervisor will sign and date the supervisor's final evaluation form and the supervisor will submit the form to the Human Resources Department.

Section 1 – Personal Attributes These include key responsibilities and basic competencies. Rate each factor based on performance during the evaluation period.

Section 2 – Summary of Accomplishments/C ompleted Training Include accomplishments during the evaluation period and report progress on established goals and performance expectations. Include any individual successes and Departmental successes involving the employee. List professional development trainings attended. Also list professional memberships and affiliations.

Section 3 – Performance Expectations Supervisor details the performance expectation, goals and objectives for the next evaluation period in cooperation with the employee, to include any professional development plan or training objectives.

Section 4 (for Manager use only) – Recommendation for Step Increase Supervisor indicates recommendation for step increase. Must score 3 or higher.

Section 5 (for Manager use only)– Recommendation for Additional Step Increase, Bonuses or Rewards Must successfully complete goals and objectives.

LEVELS OF PERFORMANCE

(5) OUTSTANDING: Consistently far exceeds all relevant performance standards due to exceptionally high quality of work performed in all essential areas of responsibility resulting in an overall superior quality of work.

(4) COMMENDABLE: Consistently exceeds all relevant performance expectations in all essential areas of responsibility and the quality of overall work was excellent.

(3) MEETS EXPECTATIONS/VALUED CONTRIBUTOR: Consistently meets performance expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the overall quality of work was good.

(2) NEEDS IMPROVEMENT/DEVELOPMENT: Sometimes meets performance standards in all essential areas of responsibility, but not consistently. Seldom exceeds expectations and sometimes falls short of desired results. Performance has declined or has not sustained adequate improvement since being identified in last performance review.

(1) UNSATISFACTORY: Consistently falls short of performance standards in most essential areas of responsibility. Rarely meets expectations and often falls short of desired results. Performance has significantly declined or has not sustained any improvement since being identified in last performance review. Needs considerable improvement.

Section 1 – Personal Attributes

Job Knowledge, Quality & Comprehension 9%

Section score: 15
Section Average: 3.75
Weighted average: 0.34

- Possesses necessary skills and knowledge to successfully perform the duties and responsibilities of the job. score: 5
- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 1
Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Comprehends and is proficient in the application of methods, techniques, tasks, and materials necessary to accomplish the work. score: 4
 - Outstanding
 - Commendable
 - Meets Expectations/ Valued Contributor
 - Needs Improvement/ Development
 - Unsatisfactory

Evaluator Comments

.

Employee Self-appraisal Score = 2

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Completes work assignments thoroughly and completely in an accurate, prompt, and organized manner. score: 2
 - Outstanding
 - Commendable
 - Meets Expectations/ Valued Contributor
 - Needs Improvement/ Development
 - Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 3

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

- Follows Department standards and procedures consistently. score: 4
 - Outstanding
 - Commendable
 - Meets Expectations/ Valued Contributor
 - Needs Improvement/ Development
 - Unsatisfactory

Evaluator Comments

.

Employee Self-appraisal Score = 4

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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Productivity/Time Management	10%
Section score: 31 Section Average: 3.44 Weighted average: 0.34	

- Meets annual goals, objectives and expectations. score: 2
 - Outstanding
 - Commendable
 - Meets Expectations/ Valued Contributor
 - Needs Improvement/ Development
 - Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 5

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Produces required volume of work. Completes work within established time frames. score: 5
 - Outstanding

- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 4
Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

- Makes efficient and effective use of time and daily work schedule.

score: 4

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 1
Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Remains flexible to accommodate department needs.

score: 5

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 2
Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Minimizes distractions of self and others or becoming involved with non-work related interruptions and diversions.

score: 4

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 3
Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

- Takes appropriate number and length of breaks.

score: 4

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 1
Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Is dependable and punctual and reports to work on time.

score: 4

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 2

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Follows all County and Departmental absence policies.

score: 2

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 4

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Avoids excessive absenteeism and/or abuse of sick time.

score: 1

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

.

Employee Self-appraisal Score = 5

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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Work Ethic

9%

Section score: 18
Section Average: 3.60
Weighted average: 0.32

- Demonstrates self- motivation, commitment, dedication, cooperation, and positive attitude towards the mission of the Department.

score: 4

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 1

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Ability to successfully adapt in a positive manner and remain flexible with changes and new policies.

score: 3

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Employee Self-appraisal Score = 5

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Takes job responsibilities seriously and consistently displays a positive attitude.

score: 3

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Employee Self-appraisal Score = 4

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Operates independently.

score: 4

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 2

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Performs duties and responsibilities with minimal supervision.

score: 4

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 3

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

 **Communication**

9%

Section score: 11
Section Average: 2.75
Weighted average: 0.25

- Communicates clearly, concisely, and effectively both in written and oral form.

score: 4

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 1

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments
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- Advises supervisors, peers, and customers of necessary information and decisions in a timely, clear and concise manner.

score: 3

Outstanding
 Commendable
 Meets Expectations/ Valued Contributor
 Needs Improvement/ Development
 Unsatisfactory

Employee Self-appraisal Score = 5

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments
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- Uses appropriate and efficient methods of conveying information.

score: 3

Outstanding
 Commendable
 Meets Expectations/ Valued Contributor
 Needs Improvement/ Development
 Unsatisfactory

Employee Self-appraisal Score = 4

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments
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- Listens to others and is open-minded about suggestions from others.

score: 1

Outstanding
 Commendable
 Meets Expectations/ Valued Contributor
 Needs Improvement/ Development
 Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 3

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Customer Service

9%

Section score: 9
Section Average: 4.50
Weighted average: 0.40

- Displays professionalism with both internal and external customers.

score: 4

Outstanding
 Commendable
 Meets Expectations/ Valued Contributor
 Needs Improvement/ Development
 Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 2

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments
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- Creates a respectful atmosphere for customer interaction and takes initiative to meet customer needs in a timely manner.

score: 5

Outstanding
 Commendable
 Meets Expectations/ Valued Contributor
 Needs Improvement/ Development
 Unsatisfactory

Evaluator Comments

Employee Self-appraisal Score = 2

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

.

Interpersonal Skills

9%

Section score: 10
Section Average: 3.33
Weighted average: 0.30

- Builds positive and professional working relationships. Demonstrates courtesy, tact, respect and displays interest in the success of others.

score: 2

Outstanding
 Commendable
 Meets Expectations/ Valued Contributor
 Needs Improvement/ Development
 Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 1

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

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- Displays the ability to create a positive work environment.

score: 5

Outstanding
 Commendable
 Meets Expectations/ Valued Contributor
 Needs Improvement/ Development
 Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 3

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

- Responds to difficult or confrontational situations appropriately.

score: 3

Outstanding
 Commendable
 Meets Expectations/ Valued Contributor
 Needs Improvement/ Development
 Unsatisfactory

Employee Self-appraisal Score = 5

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

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Conflict Resolution/Problem Solving

9%

Section score: 14
Section Average: 3.50
Weighted average: 0.32

- Expresses alternative solutions in a professional manner.

score: 3

Outstanding
 Commendable
 Meets Expectations/ Valued Contributor
 Needs Improvement/ Development
 Unsatisfactory

Employee Self-appraisal Score = 4

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

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- Supports Department direction in light of differences of personal opinion. score: 3
 - Outstanding
 - Commendable
 - Meets Expectations/ Valued Contributor
 - Needs Improvement/ Development
 - Unsatisfactory

Employee Self-appraisal Score = 4

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Identifies problems. score: 4
 - Outstanding
 - Commendable
 - Meets Expectations/ Valued Contributor
 - Needs Improvement/ Development
 - Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 3

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

- Involves others in seeking solutions. score: 4
 - Outstanding
 - Commendable
 - Meets Expectations/ Valued Contributor
 - Needs Improvement/ Development
 - Unsatisfactory

Evaluator Comments

.

Employee Self-appraisal Score = 2

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

.

Teamwork

9%

Section score: 13
Section Average: 3.25
Weighted average: 0.29

- Works collaboratively and cooperatively. score: 2
 - Outstanding
 - Commendable
 - Meets Expectations/ Valued Contributor
 - Needs Improvement/ Development
 - Unsatisfactory

Evaluator Comments

.

Employee Self-appraisal Score = 1

Employee, Sally

- Outstanding
- Commendable
- Meets Expectations/ Valued Contributor
- Needs Improvement/ Development
- Unsatisfactory

Comments

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- Makes effective and efficient use of teams to complete work assignments. score: 4
 - Outstanding
 - Commendable
 - Meets Expectations/ Valued Contributor
 - Needs Improvement/ Development

Unsatisfactory

Evaluator Comments

.

Employee Self-appraisal Score = 3

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

- Promotes teamwork and actively seeks group participation to improve work and set priorities.

score: 5

Outstanding

Commendable

Meets Expectations/ Valued Contributor

Needs Improvement/ Development

Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 5

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

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- Fulfills commitments to team members.

score: 2

Outstanding

Commendable

Meets Expectations/ Valued Contributor

Needs Improvement/ Development

Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 4

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

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Initiative

9%

Section score: 10
Section Average: 3.33
Weighted average: 0.30

- Demonstrates capacity and desire to seek out opportunities for excellence.

score: 4

Outstanding

Commendable

Meets Expectations/ Valued Contributor

Needs Improvement/ Development

Unsatisfactory

Evaluator Comments

.

Employee Self-appraisal Score = 2

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

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- Improves effectiveness by implementing new ideas and more efficient approaches.

score: 2

Outstanding

Commendable

Meets Expectations/ Valued Contributor

Needs Improvement/ Development

Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 1

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

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- Readily takes on additional responsibility and is self-motivated.

score: 4

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 5

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

.

Safety & Equipment Compliance

9%

Section score: 5
Section Average: 5.00
Weighted average: 0.45

- Complies with all Department safety standards and maintenance policies. Cares for appearance and maintains Department issued equipment, vehicles, and facilities according to policy/procedures.

score: 5

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 4

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

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Professionalism

9%

Section score: 12
Section Average: 4.00
Weighted average: 0.36

- Maintains of moral character and a consistent professional attitude.

score: 5

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Evaluator Comments

.

Employee Self-appraisal Score = 3

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

- Accepts assigned duties and ownership of work, develops trust and credibility, demonstrates honest and ethical behavior.

score: 4

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Evaluator Comments

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Employee Self-appraisal Score = 2

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

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- Represents the Department and Douglas County in a professional manner at all times.

score: 3

Outstanding

Commendable

Meets Expectations/ Valued Contributor

Needs Improvement/ Development

Unsatisfactory

Employee Self-appraisal Score = 1

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

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Section 2 - Summary of Accomplishments/Completed Training

Specific examples of successful accomplishments and progress on goals. Include any individual successes and Departmental successes that the employee was involved with. List classes, seminars, or other professional development trainings attended. Also include professional memberships and affiliations.

Section score: 0
Section Average: 0.00

Overall Accomplishment Rating

Rating of overall accomplishments and successes attained. Rating to include overall progress directly related to annual goals and expectations as well as accomplishments and successes above and beyond identified goals.

score: 0

Outstanding

Commendable

Meets Expectations/ Valued Contributor

Needs Improvement/ Development

Unsatisfactory

Evaluator Comments

.

Employee Self-appraisal Score = 0

Employee, Sally

Outstanding Commendable Meets Expectations/ Valued Contributor Needs Improvement/ Development Unsatisfactory

Comments

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Section 3 - Performance Expectations/Development Opportunities

Section score: 0
Section Average: 0.00

Enter the performance expectations, goals and objectives for the next period to be evaluated in cooperation with the employee. Include any professional development plan or training objectives.

Click on either radio button to add comments

score: 0

Add Comments Add Details

Evaluator Comments

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Employee Self-appraisal Score = 0

Employee, Sally

Add Comments Add Details

Comments

.

Section 5 - Recommendation for Additional Step Increase, Bonuses or Rewards Must successfully complete goals and objectives

Section score: 0
Section Average: 0.00

Are you recommending this employee for any Additional Step Increase, Bonuses or Rewards

No Yes

score: 0

Evaluator Comments

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Employee Self-appraisal Score = 0

Employee, Sally

No Yes

Comments

.

Section 4 - Recommendation for Step Increase

Eligible for Step Increase ?

Yes No

Total Score: 148
Total Possible Score: 210
Total Weighted Average: 3.67

Manager Comments

Date Reviewed with employee: 10/22/2014

Signature History

Comment	Signature Value	Created Date	Employee Full Name
	Tom Manager	10/23/2014	Manager, Tom
	Sally Employee	10/24/2014	Employee, Sally