

ANNUAL WORK PERFORMANCE EVALUATION

NAME _____

TITLE & PCN NO. _____

DEPARTMENT _____

DATE OF HIRE _____

DATE OF THIS EVALUATION _____

EVALUATION FACTORS

EVALUATION FACTORS	SEE REVERSE FOR DEFINITION				
	Unsatisfactory	Needs Improvement	Acceptable	Exceeds Acceptable	Exceptional
FOLLOWING POLICIES AND PROCEDURES — Ability to carry out assignments in accordance with existing regulations; interpreting and applying promptly new instructions.					
EXERCISING TECHNICAL OR SPECIAL SKILLS — Ability to apply effectively the knowledge required for performance of the job.					
COMMUNICATING ORALLY — Ability to talk clearly and concisely according to the requirements of the position, resulting in mutual understanding.					
COMMUNICATING IN WRITING — Ability to write clearly and concisely according to the requirements of the position, resulting in mutual understanding.					
ACCEPTING RESPONSIBILITY AND INITIATING ACTION — Degree to which the employee can be depended to fulfill the responsibilities of the position; ability to tackle new problems; work out solutions; and investigate ideas.					
RESPONDING TO NEED FOR EXTRA EFFORT — Degree to which the employee makes an extra effort to accomplish the job and meet deadlines; responsiveness to changes that require extra effort.					
ADAPTING TO NEW OR DIFFERENT SITUATIONS — Ability to adapt to the physical and mental requirements of the job; knowing when to seek assistance.					
SHOWING CREATIVITY — Degree to which the employee develops new and usable techniques and innovations.					
EVALUATING FACTS AND MAKING DECISIONS — Ability to compare and consider the results of alternative proposals; and evaluate the facts; has understanding and good judgement; ability to decide on the proper course of action and proceed with confidence toward meeting the objective.					
PLANNING AND ORGANIZING OWN WORK — Ability to arrange or systematize own work and anticipate requirements for the job.					
LEADERSHIP — Ability to inspire, influence, stimulate others, and promote new ideas					
GETTING ALONG WITH CO-WORKERS — Ability to work effectively with other county employees.					
DEALING WITH PERSONS OR GROUPS OUTSIDE THEIR DEPARTMENT — The ability to work congenially and effectively with those outside their department. Responding to requests effectively and in a timely way and representing a favorable image of County Government.					
SUPERVISING OTHERS — Ability to effectively direct, motivate and develop subordinates for efficient production. This factor includes the supervisor's effectiveness, sensitivity, and knowledge, in the positive application of equal employment opportunity.					
NARRATIVE STATEMENT REGARDING EMPLOYEE'S PERFORMANCE OR OTHER FACTORS SUCH AS: ATTITUDE, INTEREST IN WORK, PUNCTUALITY, AND DEPENDABILITY. (Use of sick leave may be shown in the Narrative Summary in order to accurately record sick leave usage for discussion with the employee.)					

EMPLOYEE'S COMMENTS: Briefly describe the employee's reactions, comments, and/or suggestions after discussing the evaluation. Have the employee complete this section himself/herself, if he/she so chooses. If the employee does complete this section, the reviewing official must initial in the box below, indicating that he/she has read same.

SIGNATURE OF SUPERVISOR _____ DATE _____

SIGNATURE OF EMPLOYEE _____ DATE _____

SIGNATURE OF REVIEWING OFFICIAL _____ DATE _____

SEE OTHER SIDE OF THIS FORM FOR EVALUATION FACTOR DEFINITIONS AND FOR ADDITIONAL INSTRUCTIONS.

EVALUATION FACTOR DEFINITIONS

- Exceptional: Significantly and consistently exceeds standard requirements for this job.
- Exceeds Acceptable: Generally exceeds standard requirements for this job; shows definite evidence of becoming exceptional; commendable.
- Acceptable: Meets standards for this job as required; adequate.
- Needs Improvement: Is having difficulty in meeting standards for this job; appears to have the potential for improvement needed to meet standard requirements for this job.
- Unsatisfactory: Fails to meet standards for this job; does not appear to have the potential for improvement needed to meet standard requirements for this job.
- N/A: No applicable; does not apply. Not appropriate for this job.

**ANNUAL WORK PERFORMANCE EVALUATION
INSTRUCTIONS**

- I. An Annual Work Performance Evaluation will be completed by the supervisor on the anniversary date of hire each year for all County employees.
- II. Newly hired and re-hired employees will be given a Quarterly Evaluation in the place of an Annual Work Performance Evaluation.
- III. Complete promptly. Give a copy to the employee; retain a copy in the originating department file. The original is routed through the reviewing official to the Human Resources Department.
- IV. The reviewing official is the official within the department who has the authority to sign off on the report before it is sent to the Human Resources Director. The reviewing official shall review and evaluate the report and include any comments prior to final signature and submittal to Human Resources.
- V. Verify that the report is signed and dated by the supervisor, employee, and reviewing official.