ALEXANDER COUNTY EMPLOYEE PERFORMANCE EVALUATION & DEVELOPMENT PLAN

EMPLOYEE NAME:	EMPLOYEE #:				
JOB CLASSIFICATION:	DEPARTMENT:				
EVALUATION DATE:	REVIEW PERIOD: 7/1/2010 to 6/30/2011				
EVALUATION TYPE: Annual	End of Probation				
Disciplinary	Other				
PERFORMAN	CE FACTORS				
Employees should be evaluated on performa	ance factors using the following guidelines:				
SUPERIOR An employee exceeds established performance standard cooperatively with the public and coworkers; excellent organized; sets goals beyond expectations; seeks growth	knowledge of the department and County government;				
ABOVE EXPECTED An employee usually exceeds standards normally expect assignments associated with the standard; regular super					
EXPECTED An employee performs as expected within the established with regular supervision. Most employees perform at the supervision of the supervision of the supervision of the supervision.					
NEEDS IMPROVEMENT An employee performs below the expected level on a re of work; closer supervision is required for this employe					
UNACCEPTABLE Performance rarely reaches an acceptable or expected level; the number of errors are excessive; the employee has a lack of judgment and excessive supervision is required.					
JOB FUN					
List key duties, tasks and responsibilities with corr	responding percentage of time spent. (100% Total)				
Essential Job Functions and Respo	nsibilities Percentage (%)				

	RATING				
PROFESSIONAL STANDARDS	Superior	Above Expected	Expected	Needs Improvement	Unacceptable
Observation of work hours/attendance					
Level of reliability					
Works with minimal supervision					
Knowledge of/adherence to policies					
Willingness to perform assigned duties; degree of enthusiasm/morale					
Acceptance of change					
Attends safety training, participates in safety programs					
Care of equipment and work areas					
Wellness Program participation					
Communicates well with coworkers & the public					
Reception of criticism from peers & supervisors					
Response to stress & complaints from the public					
EXAMPLES OR COMMENTS	S RELATEI	O TO PROF	ESSIONAL	STANDARDS	
	RATING				
TECHNICAL STANDARDS	Superior	Above Expected	Expected	Needs Improvement	Unacceptable
Completes work on time/meets deadlines					
Completes assignments and attains goals					
Organizational skills					
Verbal & written communication skills					
EXAMPLES OR COMMEN	TS RELAT	ED TO TEC	HNICAL S	TANDARDS	

	RATING				
PERFORMANCE GOALS	Superior	Above Expected	Expected	Needs Improvement	Unacceptable
Quality, quantity & timeliness of duties					
Accuracy, thoroughness, & obtaining the right results					
Exercises judgment & decision-making skills					
Supports department activities and implementation of goals					
Job knowledge & the ability to apply knowledge appropriately					
Receptive to on the job training					
Capable of completing more complex tasks					
Shows initiative in problem-solving, offers ideas					
Interest in advancement					
Frequency of assignment to more difficult work					
EXAMPLES OR COMMEN	NTS RELAT	TED TO PER	RFORMAN	CE GOALS	
PROFESSIO	ONAL DEVI	ELOPMENT	ΓPLAN		
Identify goals and objective for the next review	ew period.		<u>List a ti</u>	me frame for co	mpletion.
1)		_			
2)		_			
3)		_			
4)		_			
5)		_			
6)		-			

SUPERVISOR PERFORMANCE STANDARDS						
SUPERVISORY SKILLS	RATING					
	Superior	Above Expected	Expected	Needs Improvement	Unacceptable	
Demonstrates leadership						
Knowledge and support of overall unit goals						
Solves problems within scope of responsibility						
Achieves effectiveness for work unit						
Delegation and assignment of work						
Plans, organizes and sets priorities						
Administration of County policies and procedures						
Meets Equal Opportunity/Affirmative Action goals						
Accurate & timely reporting of safety incidents						
Accuracy & quality of performance evaluations						
Development and administration of budget						
Selection, evaluation and training of personnel						
Assignment and supervision of personnel						
Handling difficult or unusual situations						
Consideration of subordinates						
Cooperation with other departments & agencies						
EXAMPLES OR COMMENTS	RELATED	TO SUPE	RVISORY	STANDARDS		
SUPERVISORY GOAL	S FOR TH	E NEXT RI	EVIEW PE	RIOD		

	OVERAL	L RATING			
An overall rating is a comprehensive assessment of the employee's performance and is not an average. The rating balances performance in terms of conduct, standards and goals. Mark the appropriate box with an 'X'.					
SUPERIOR PERFORMANCE (Documentation required) Ratings are above expected or superior with the majority being superior.					
ABOVE EXPECTED PERFORMANCE Ratings are above expected or expected with the majority marked above expected.					
EXPECTED PERFORMANCE Most ratings are expected with no more than four standards as needs improvement.					
NEEDS IMPROVEMENT Five or more standards need improvement. Without improvement, disciplinary action(s) will be taken. This rating is classified as grossly inefficient job performance.					
UNACCEPTABLE PERFORMANCE (Documentation required) Majority of the standards need improvement or rate as unacceptable. This rating is classified as grossly inefficient job performance and documentation is required.					
	Supervisor	's Comments:			
·					
Employee's Comments:					
Approval Signatures					
Employee	Date	Human Resources Director	Date		
Supervisor	Date	County Manager	Date		
Department Head	Date				
List attached documents in the space	provided below.	Each document should be signed and dated	by the author.		

SELF-ASSESSMENT QUESTIONNAIRE				
Employee Name:	Job Title:			
Evaluation Period: 7/1	/2010 to 6/30/2011			
	ortunity to provide input to your supervisor prior to the official performance review. Iteractive, in-person communication between you and your supervisor.			
1. Please list specific accompli	shments achieved during the review period.			
2. List areas of growth, develo	opment and training completed during the review period.			
3. List any career interests and	d development areas you wish to pursue in the next year.			
4. What do you need from dep	partmental management to further assist you in your job?			
	ecommendations or questions?			
Employee Signature:	Date:			
Submit the completed	form prior to the evaluation as requested by your Supervisor.			