

PROFESSIONAL STANDARDS	RATING				
	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 RELATED TO PROFESSIONAL STANDARDS

TECHNICAL STANDARDS	RATING				
	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 COMMENTS RELATED TO TECHNICAL STANDARDS

PERFORMANCE GOALS	RATING				
	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 COMMENTS RELATED TO PERFORMANCE GOALS

PROFESSIONAL DEVELOPMENT PLAN

Identify goals and objective for the next review period.

List a time frame for completion.

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 SUPERVISORY STANDARDS

SUPERVISORY GOALS FOR THE NEXT REVIEW PERIOD

OVERALL 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

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Employee

Date

Human Resources Director

Date

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Supervisor

Date

County Manager

Date

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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

This self-assessment gives you an opportunity to provide input to your supervisor prior to the official performance review. The worksheet is not a substitute for interactive, in-person communication between you and your supervisor.

1. Please list specific accomplishments achieved during the review period.

2. List areas of growth, development and training completed during the review period.

3. List any career interests and development areas you wish to pursue in the next year.

4. What do you need from departmental management to further assist you in your job?

5. Any comments, concerns, recommendations or questions?

Employee Signature: _____

Date: _____

Submit the completed form prior to the evaluation as requested by your Supervisor.