# **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	

#### **PERFORMANCE FACTORS**

Employees should be evaluated on performance factors using the following guidelines:

#### **SUPERIOR**

An employee exceeds established performance standards; self-motivated and creative; team oriented; works cooperatively with the public and coworkers; excellent knowledge of the department and County government; organized; sets goals beyond expectations; seeks growth and development through training and education.

#### ABOVE EXPECTED

An employee usually exceeds standards normally expected in the classification; performs unusual or special assignments associated with the standard; regular supervision is rarely required.

#### EXPECTED

An employee performs as expected within the established classification; routine assignments are completed with regular supervision. Most employees perform at this level.

## NEEDS IMPROVEMENT

An employee performs below the expected level on a regular basis at a minimal level of quality and amount of work; closer supervision is required for this employee than other employees performing similar work.

#### 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 FUNCTIONS**

List key duties, tasks and responsibilities with corresponding percentage of time spent. (100% Total)

## **Essential Job Functions and Responsibilities**

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 RELATED TO PROFESSIONAL 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 COMMENTS RELATED TO TECHNICAL STANDARDS					

	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 COMMENTS RELATED TO PERFORMANCE GOALS					
PROFESSIO	NAL DEVI	ELOPMENT	T PLAN		
Identify goals and objective for the next revie    1)	ew period.		List a tin	me frame for con	mpletion.
6)					

SUPERVISOR P	SUPERVISOR PERFORMANCE STANDARDS					
		RATING				
SUPERVISORY SKILLS	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							
<b>EXPECTED PERFORMANCE</b> Most ratings are expected with no more	re than four stand	ards 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. 1	Each document should be signed and da	ated by the author.				

SELF-ASSESSMENT QUESTIONNAIRE						
Employee Name:	Job Title:					
<b>Evaluation Period:</b> 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 d	uring the review period.					
2. List areas of growth, development and training	completed during the review period.					
3. List any career interests and development area	s you wish to pursue in the next year.					
4. What do you need from departmental manager	nent to further assist you in your job?					
5. Any comments, concerns, recommendations or	questions?					
Employee Signature:	Date:					
Submit the completed form prior to the eve	uluation as requested by your Supervisor.					