



EMPLOYEE PERFORMANCE EVALUATION

Employee Information		Department Information	Evaluation Information
Name:		Department:	Review Period:
Job Title:		Division:	Date of Review:
Date of Hire:		Completed By:	
Supervisor:			
		Progress Review	Annual Evaluation
OVERALL PERFORMANCE RATING			
	DEFINITION		RATING
Exceeds Performance	The employee is clearly and obviously one of the top performers of the department in this competency. The employee serves as a recognized role model demonstrating outstanding initiative, significant effort and high quality results. This level of performance marks a consistent and exceptional contribution to the defined job expectation.		2
Meets Expectations	The employee meets expectations of the defined job competency and demonstrates or is learning this competency at the expected level. The employee regularly demonstrates proficiency at the level required by the job.		1
Does Not Meet Expectations	Performance consistently fails to meet the defined job expectations. The employee does not meet the minimum level. The level may include performance that is acceptable at times; but is inconsistent across the rating period. The employee is expected to improve their performance.		0

This is an evaluation to document the performance of the employee throughout the prior fiscal year. This form should be completed independently of any financial bearing consideration or expectation. The intent of the evaluation form is to cite skills and competencies expected of every County employee in Section A and specific to each individual position in Section B. All of us have opportunities for improvement in our skill development and job performance, Section C will identify three (3) skills for improvement and three (3) measureable performance goals.

Ratings should be exemplified by specific examples in each comment section.

SECTION A		CORE COMPETENCIES OF ALL EMPLOYEES		
COMPETENCY		RATING		
I. Customer Orientation Views issues from the perspective of the customer. Uses customer information and input in the design and improvement of services. Puts the needs of the customer before his or her personal needs. Treats customer with respect.		Exceeds Meets Does Not Meet		
Comments:				
II. Functional Knowledge and Expertise Has knowledge, skills and abilities required to be highly effective in the functional area and/or to direct the work in the area. Communicates and applies his/her expertise. Possesses licenses, degrees and certifications for his/her discipline required by law and/or organizational policy.		Exceeds Meets Does Not Meet		
Comments:				
III. Integrity Keeps his/her word. Is trusted and perceived as direct, open, and truthful. Protects confidential information. Uses organizational resources wisely. Does not ask others to do what he/she is unwilling to do. Makes the necessary effort to fulfill inconvenient commitments. Alerts others in advance if unable to meet an obligation.		Exceeds Meets Does Not Meet		
Comments:				

IV. Organizational Identification

Believes in and bonds with the County's mission, vision, products and services. Acts in a way that supports the goals and priorities of the organization. Defends the organization from criticism. Feels that his/her interests are linked with those of the organization. Champions the benefits of the organization's services to others. Takes pride in his/her affiliation with the organization.

Exceeds Meets Does Not Meet

Comments:

V. Self-Awareness

Recognizes one's own strength and limitations. Acknowledges mistakes and takes responsibility for their actions. Welcomes feedback from others. Uses others' feedback to improve performance. Learns from his/her mistakes and the mistakes of others. Has a realistic and factual view of himself/herself. Recognizes and accepts coaching and opportunities to develop himself/herself.

Exceeds Meets Does Not Meet

Comments:

SECTION A – SUMMARY		Total
Performance of Core Competencies	Total Points/5	

V.		
Exceeds	Meets	Does Not Meet
Comments:		

SECTION B – SUMMARY		Total
Performance of Job Specific Skills / Competencies	Total Points/5	

SECTION C		ACTION PLAN FOR PREVIOUS YEAR SKILL DEVELOPMENT & GOALS	
Identify specific skills or knowledge needing further development and outline potential actions to be taken to improve/enhance employee's skills/knowledge, during review year, in each of these areas:			
ACTIONS (previous evaluation year)		RATING	
SKILL BASED ACTIONS			
1.			
2.			
3.			
PERFORMANCE BASED ACTIONS			
4.			
5.			
6.			

SECTION C – SUMMARY		Total
Completion Action Plan Total Points/number of actions stated		
Rating Schedule based on percentage of action completed	Met = 1	Not Met = 0

SECTION D	ACTION PLAN FOR SKILL DEVELOPMENT (Upcoming Year)
Identify specific skills or knowledge needing further development and outline potential actions to be taken to improve/enhance employees' skill/knowledge, during review year, in each of these areas:	
SKILL BASED ACTIONS	STEPS TO ACCOMPLISH
1.	
2.	
3.	
PERFORMANCE BASED ACTIONS	STEPS TO ACCOMPLISH
4.	
5.	
6.	

OVERALL SUMMARY

Section A (Core Competencies Average Score)	=	_____
Section B (Job Specific Competencies Average Score)	=	_____
Section C (Action Plan For Skill Development)	=	_____
Overall Average Score	=	_____

I certify that the employee has exemplified the skills and competencies as documented during the last year.

_____ (Supervisor) Date

I certify that I have reviewed the employee's performance evaluation with his/her supervisor and I concur with the statements and ratings.

_____ (Department Director) Date

I certify that this performance evaluation has been discussed with me. I understand that my signature does not necessarily indicate my agreement.

_____ (Employee) Date