

Performance Review

Review Period From: _____ To: _____ Review Date: _____

Employee Name: _____ Title: _____

Department: _____ Supervisor: _____

Please refer to Performance Review Ratings (page 3) and circle the number which best describes the employee's performance. (5 is highest)

Quantity of Work – Amount of work produced and ability to use time efficiently and effectively; working at a steady rate and being capable of handling a variety of assignments. 1 2 3 4 5

Comments: _____

Quality of Work – Producing work that is thorough, in accordance with applicable standards, and completed by assigned deadline in accordance with safety guidelines. 1 2 3 4 5

Comments: _____

Organizational Skills – Planning and organizing the task required to complete assigned work. 1 2 3 4 5

Comments: _____

Job Knowledge – Knowledge and skills required to perform the duties and responsibilities required by the position definition, including County policies, procedures, work rules, and applicable laws. 1 2 3 4 5

Comments: _____

Interpersonal and Customer Service Skills – Works with others in a cooperative manner including: immediate work group members , other workgroup/department members and external customers. 1 2 3 4 5

Comments: _____

Oral Communication Skills – Ability to clearly express ideas and information and to understand what is said by others. 1 2 3 4 5

Comments: _____

Written Communication Skills – Ability to understand written material and write in a clear, concise manner using appropriate grammar. 1 2 3 4 5

Comments: _____

Direction Required – Correctly performs assigned task without detailed and frequent supervision; shows initiative and works independently in accomplishing job responsibilities. 1 2 3 4 5

Comments: _____

Employee Name: _____

Date: _____

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Follow Up – Attends to details of assigned duties until all aspects of the project are completed; can be relied on to follow through on task and responsibilities. 1 2 3 4 5

Comments: _____

Behavior – Displays a positive approach to work; willing to accept additional responsibilities and confronts problems and obstacles in a constructive, solution-centered manner. 1 2 3 4 5

Comments: _____

Ability to Learn – Ability to understand information and concepts and learn new techniques. 1 2 3 4 5

Comments: _____

Attendance and Punctuality – Being present and prepared to work at prescribed time. 1 2 3 4 5

Comments: _____

Optional: _____ 1 2 3 4 5

Comments: _____

Overall Appraisal – Overall rating of the employee's performance considering all job expectations, responsibilities, and key results as established in current job description. (This is not an average; consider all factors and give added weight to those most important responsibilities of this position). 1 2 3 4 5

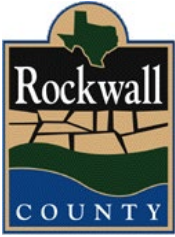
Comments: _____

Supervisor's Comments: _____

Supervisor's Signature: _____ Date: _____

Employee's Comments: _____

Employee's Signature: _____ Date: _____



Performance Review Ratings

REVIEWING PERFORMANCE

When reviewing current performance, evaluate the employee on all items for which they were responsible during the current review period. After each performance area indicate the current performance level. Guidelines for each level are:

1 Unacceptable

Performance *fails to meet* minimum objectives and expectations. Requires performance improvement in accordance with established standards and time frames in order to remain in the position held. An employee evaluated as performing at this level is not eligible for a pay increase.

2 Needs Improvement

Performance *occasionally meets* objectives and expectations in most areas but needs improvement. Significant performance improvement is expected in accordance with established standards and time frames.

3 Meets Expectations

Performance *meets* objectives and expectations and in some areas *may exceed* expectations. There is some room for improvement and skill development. Continued performance at this level is acceptable.

4 Exceeds Expectations

Performance *consistently meets* and often exceeds objectives and expectations.

5 Exceptional

Performance *consistently exceeds* objectives and expectations.

Goals and Objectives

Employee Name: _____

Date: _____

SUPERVISOR: Describe measureable objectives that the employee will work on in the coming year. Outline specific goals for job related achievements, training to attend or improved behavior. There are 3 general categories of objectives:

- ***Professional Development Objectives:*** Focus on the employee's career growth. Examples include: attending classes, seminars, or workshops or participating in on-the-job training or on line training.
- ***Performance Objectives:*** Focus on the employee's performance or behavior. Examples of task oriented Performance goals are improving computer proficiency, time management or writing skills. Or correcting behavioral problems that negatively impact group morale, job performance or job satisfaction. Example of such goals are building collaborative co-worker relationships, or reducing incidents of absenteeism or chronic tardiness.
- ***Project Objectives:*** Specific assignments to participate in or manage ongoing or future projects. When setting project oriented goals, outline the scope of the role the employee is to play, the completion time frame and the desired result.

OBJECTIVE

OBJECTIVE

