

## STAFF PERFORMANCE EVALUATION

Name:		Position:	
Program:		Project:	
Service Center:		County:	
Period Of Time:		Through	
Date Of Hire:			
Type Of Evaluation:	Annual	Probationary	Other

### INSTRUCTIONS:

Mark the box which describes the performance of the individual being appraised. To mark the box, place the cursor over the applicable number rating box or item box, select the "Text Highlight Color" icon, and fill in with black. This appraisal should focus on results achieved. Performance at either below or above the "satisfactory" level should receive additional comments in the space provided, but comments should be listed for every section. Evaluate only factors applicable to the job.

5 Outstanding: Distinguished Performance	4 Exceeds Standards: Commendable Performance	3 Met Standards: Satisfactory Performance	2 Partially Met Standards: Marginal Performance	1 Failed to Meet Standards: Unsatisfactory
<b>1. <u>Quality of Work:</u> Includes accuracy, thoroughness, neatness, attention to detail and workmanship.</b>				
Produces outstanding, precise, neat, accurate work to highest quality Standards  <b>5</b>	Produces high quality accurate work. Seldom makes a mistake.  <b>4</b>	Work is acceptable. Usually accurate. Conscientious about quality.  <b>3</b>	Produces work of marginal quality which often contains errors. Careless, inconsistent.  <b>2</b>	Produces a poor quality of work. Work has frequent errors. Someone must always check work.  <b>1</b>
Comments:				
<b>2. <u>Volume of Work:</u> Quantity of work.</b>				
Consistently turns out a superior volume of work.  <b>5</b>	Frequently turns out more than normal quantity of work when task is completed.  <b>4</b>	Regularly turns out satisfactory volume of work. Consistent performance.  <b>3</b>	Minimum performance of job responsibilities. Often turns out less than desired amount of work.  <b>2</b>	Very slow worker. Erratic work performance. Wastes work time.  <b>1</b>
Comments:				

<b>3. Job Duties: List and evaluate the most important job tasks as listed on the Job Description:</b>					
	Outstanding – Detailed knowledge and superior completion of task <b>5</b>	Exceeds Standards – Good knowledge of task <b>4</b>	Met Standard – Satisfactory handling of task <b>3</b>	Partially Met Standard – Marginal completion of task <b>2</b>	Failed to Meet Standard – Unsatisfactory handling of task <b>1</b>
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<b>4. Job Knowledge: (Needed to perform job)</b>					
Outstanding, broad and detailed knowledge of all phases of job. <b>5</b>	Very good knowledge of job. Seldom needs to ask supervisor about how to do the job. <b>4</b>	Possesses skills and knowledge to handle routine duties effectively. Good job knowledge. <b>3</b>	Often has to ask supervisor or coworkers about how to do routine duties. Marginal job knowledge. Requires improvement in many areas. <b>2</b>	Lacks knowledge to perform the job. Has difficulty performing work. Requires major improvements in critical job areas. <b>1</b>	
Comments:					

<b>5. <u>Work Effort &amp; Initiative</u></b>				
Superior initiative and follow through. Innovative and resourceful in solving work problems in outstanding manner. Often completes assignments ahead of schedule.	Diligent work habits. Very good initiative and follow through. Makes or suggests improvements. Accepts change easily. Assignments sometimes completed ahead of schedule.	Follows designated task through to completion. Adapts readily to changing conditions. Sometimes anticipates problems.	Requires extra supervision to finish tasks. Reluctantly accepts new ideas. Rarely anticipates problems. Has problems completing tasks on time.	Needs constant supervision to start and complete tasks. Rarely makes an improvement. Tied to an idea. Almost never looks ahead. Usually finishes tasks late if at all.
<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Comments:				
<b>6. <u>Following Policies &amp; Procedures</u></b>				
Uses outstanding judgment and has excellent understanding and adherence to policies and procedures.	Uses very good judgment. Rarely requires correction on policies and procedures.	Uses good judgment following policies and procedures. Infrequently requires correction.	Occasionally requires guidance and correction on following rules and regulations.	Requires frequent correction on adherence to rules and regulations.
<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Comments:				
<b>7. <u>Teamwork and Cooperation with Others</u> (Effectiveness in working with others)</b>				
Eager and willing to work with and help others. Outstanding team worker.	Gets along with most people. Quick to help others. Excels in gaining cooperation.	Works willingly with others. Good at achieving cooperation.	Occasionally difficult to work with. Will help when asked, although sometimes grudgingly. Occasionally antagonistic.	Causes friction among workers. Antagonistic. Tends to gripe and argue. Not a team member. Does not help others.
<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
Comments:				

<b>8. Attendance &amp; Punctuality (Faithfulness in coming to work daily and conforming to work hours)</b>				
Excellent attendance. Always punctual.  <b>5</b>	Very good attendance. Rarely absent or tardy. Always has good reason for being absent or tardy.  <b>4</b>	Occasionally absent or tardy. Usually has a good explanation. Makes an effort to improve.  <b>3</b>	Significant use of sick leave. Irregular attendance. Abuses break privileges. Many questionable absences.  <b>2</b>	Chronic absenteeism and frequently reports late for work. Significant abuses of break privileges.  <b>1</b>
Comments:				
<b>9. Serving the Public (Courtesy in dealing with the public and effectiveness in meeting the public's needs)</b>				
Courteous and effective when dealing with the public. Exceptional ability for public relations and diplomatically dealing with the public.  <b>5</b>	Pleasant and helpful when dealing with the public.  <b>4</b>	Good relations with public. Generally courteous and effective.  <b>3</b>	Occasionally discourteous when working with the public. Sometimes difficulty dealing with the public.  <b>2</b>	Frequent problems dealing with the public.  <b>1</b>
Comments:				
<b>10. Conduct (Composure, reliability while under work related stress)</b>				
Always remains calm & effective when under pressure. A superior performer in a difficult job situation.  <b>5</b>	A very good performer when under stressful working conditions. Rarely loses composure. Stable & consistent.  <b>4</b>	Usually remains calm and effective while under stressful conditions. Becomes irritated on occasion.  <b>3</b>	Sometimes has difficulty maintaining composure while under pressure. Sometimes "blows up" from stress.  <b>2</b>	Unreliable while under pressure. Lacks ability to perform effectively while under most forms of stress.  <b>1</b>
Comments:				

11. <u>Communication</u> (Organization and presentation of information in written or oral form)				
Oral or written presentation is outstanding, rarely needs improvement. Exceptional listener.  <b>5</b>	Seldom needs correction. Excellent in oral and written communication. Very good listener.  <b>4</b>	Satisfactory ability to communicate information. Very seldom misunderstands instructions.  <b>3</b>	Reports contain some errors. Thoughts are not presented in a logical order. In conversation often has trouble being understood.  <b>2</b>	Reports are incomplete. Hard to follow, somewhat ambiguous, disorganized in comments. Frequently misunderstands instructions.  <b>1</b>
Comments:				
12. Strong Points in Performance:				
13. Goals/Areas to be Improved:				
14. Training Needs and Goals:				
15. <u>Overall Performance Appraisal</u> (Record your judgment of this individual's overall performance as well as achievement of specific goals. Consider critical job elements and requirements of the job description and performance standards.)				
This employee performs in a truly outstanding manner and produces a superior work product that sets this individual apart from other employees. Consistently performs tasks in an outstanding manner.  <b>5</b>	This employee consistently performs at an excellent level. Continually exceeds job requirements and does more than asked.  <b>4</b>	A fully competent employee who performs well in most responsibilities earns this rating. Quality and quantity of work is fully sufficient to meet normal job requirements. Employee may require minor improvements but overall performance is satisfactory.  <b>3</b>	This employee does not quite perform in a satisfactory manner and improvements are needed. Moderate improvement in key areas is required in order to bring performance up to standards.  <b>2</b>	This employee does not meet the minimum requirements of this position. Requires constant monitoring. Major improvements are required in significant critical job elements.  <b>1</b>
Recommend change from probationary to regular status:		Recommend extension of probationary period to:		
Yes	No			

*I have read this evaluation and have had the opportunity to discuss my work with my supervisor. I realize that my signature on this form does not mean that I agree with the evaluation. I understand that I may record my objections regarding this evaluation on the bottom of this form or respond in writing to my supervisor within five (5) work days.*

Employee Signature

Date

Supervisor's Signature

Date

Supervisor's Signature

Date

Administrator's Signature

Date

Executive Director's Signature

Date:

Comments: