

Evaluator's Name:

Date:

Evaluation of:

Employee Number:

Dept:

Job Title:

Performance Period:

To:

A. 1. Quality Of Work - The extent to which the employee accurately completes job assignments.

Comments:

2. Quantity Of Work - The extent to which the employee produces a volume of work consistent with established standards for the job.

Comments:

FOUR AND ONLY FOUR OF THE FOLLOWING FIVE RATING FACTORS MUST BE COMPLETED:

B. 1. Attendance / Punctuality - The extent to which the employee adheres to work schedule.

Comments:

2. Initiative - The extent to which the employee exercises self-reliance, planning, and ingenuity.

Comments:

3. Relationship With Co-workers - The extent to which the employee establishes and maintains good relations with co-workers.

Comments:

4. Use Of Work Time - The extent to which the employee uses time effectively and efficiently accomplishes job tasks.

Comments:

5. Other (Specify)

Comments:

TOTAL OF PERFORMANCE RATINGS:

C. 1. What are the employee's specific strengths, including training received ?

2. What are specific recommendations that can improve the employee's performance, including training recommendations

3. OVERALL EVALUATION - This employee's work:

- (22-50) Does not meet standards. (51-81) Meets standards. (81-100) Exceeds standards

4. Employee's Signature:
(Signature acknowledges discussion of evaluation, not agreement)

Date:

5. Supervisor's Signature:

Date:

6. Director's Signature:

Date:

NARRATIVE
COMMENTS

Employee:

Supervisor:

INSTRUCTIONS

Employees and Rating Supervisors: **PLEASE READ CAREFULLY.**

The employee performance evaluation is an important process. Every employee has a right to know how well the supervisor thinks he/she is performing on the job. By the end of the evaluation period, the supervisor should have a good understanding of how the employee is performing.

1. Employee Performance Evaluation Forms should be submitted to the The Human Resources Department in the Courthouse Annex as follows:

- A. At least thirty (30) days prior to the end of the probationary period.
- B. Prior to February 1st of each calendar year.

2. All employees are rated on Factors A-1 and A-2, Quality and Quantity of Work, since they are appropriate for every job. Four (4), **and only four**, of the remaining five items are chosen to complete the evaluation. The supervisor selects which of these performance factors are important in determining successful performance on the job. Factor B-5 is left blank for inclusion of performance factors which are not listed on the form. Care should be taken in the use of Factor B-5 to make certain that they are directly job related (for example, Use and Care of Equipment would be job related for an equipment operator).

3. The definition of the rating of each performance factor that best describes the employee's actual job performance is selected and the number of the rating given is placed in the space available to the right of each performance factor.

4. The GENERAL COMMENTS section is provided for expansion of the information provided through the Rating Factors as well as writing any other narrative which would be beneficial. The Overall Evaluation is determined by the total of the performance ratings. The range allowed for each category is given under it.

5. The employee's performance, strengths, areas for improvement, etc. are to be discussed with the employee and his/her signature obtained.