



JOB PERFORMANCE EVALUATION FORM SUPERVISORY POSITION

Name:	
Evaluation Period:	
Classification/Title:	
Date:	

PERFORMANCE PLANNING AND RESULTS

Performance Review

- Use a current job description (job descriptions are available on the HR web page).
- Rate the person's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "Outstanding" "Below Expectations, and "Unsatisfactory").

Performance Rating Definitions:	
Outstanding:	Performance is consistently superior
Exceeds Expectations:	Performance is routinely above job requirements
Meets Expectations:	Performance is regularly competent and dependable
Below Expectations:	Performance fails to meet job requirements on a frequent basis
Unsatisfactory:	Performance is consistently unacceptable



JOB PERFORMANCE EVALUATION FORM SUPERVISORY POSITION

A. PERFORMANCE FACTORS *(use job description as basis of this evaluation).*

Performance Factors:		
Administration - Measures effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
Knowledge of Work - Consider employee's skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
Communication - Measures effectiveness in listening to others, expressing ideas, both orally and in writing, and providing relevant and timely information to management, co-workers, staff and customers.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
Teamwork - Measures how well employee gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	



JOB PERFORMANCE EVALUATION FORM SUPERVISORY POSITION

Performance Factors:		
<p>Decision Making/Problem Solving - Measures effectiveness in understanding problems and making timely, practical decisions.</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<p>Expense Management - Measures effectiveness in establishing appropriate reporting and control procedures; operating efficiently at lowest cost; staying within established budgets.</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<p>Human Resource Management - Measures effectiveness in selecting qualified people; evaluating staff's performance, strengths and development needs; providing constructive feedback, and taking appropriate and timely action with marginal or unsatisfactory performers. Also considers efforts to further the goal of equal employment opportunity.</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<p>Independent Action - Measures effectiveness in time management; and initiative and independent action within prescribed limits.</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	



JOB PERFORMANCE EVALUATION FORM SUPERVISORY POSITION

Performance Factors:		
<p>Job Knowledge - Measures effectiveness in keeping knowledgeable of methods, techniques and skills required in own job and related functions; and remaining current on new developments affecting the County and its work activities.</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<p>Leadership - Measures effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively; and promoting innovation and team effort.</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<p>Managing Change and Improvement - Measures effectiveness in initiating changes, adapting to necessary changes from old methods when they are no longer practical, identifying new methods and generating improvement in department's performance.</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
<p>Customer Responsiveness - Measures responsiveness and courtesy in dealing with internal staff, external customers and vendors; and employee projects a courteous manner.</p>	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	



JOB PERFORMANCE EVALUATION FORM SUPERVISORY POSITION

Performance Factors:		
Personal Appearance - Measures neatness and personal hygiene appropriate to position.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
Dependability - Measures how well employee complies with instructions and performs under unusual circumstances; consider record of attendance and punctuality.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
Safety - Measures employee's work habits and attitudes as they apply to working safely. Consider employee's contribution to accident prevention, safety awareness, ability to care for County's property and keep workspace safe and tidy.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	
Employee's Responsiveness - Measures responsiveness in completing job tasks in a timely manner.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	



JOB PERFORMANCE EVALUATION FORM SUPERVISORY POSITION

B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS: Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciate in the employee's performance.



**JOB PERFORMANCE EVALUATION FORM
SUPERVISORY POSITION**

C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT:

D. PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:



**JOB PERFORMANCE EVALUATION FORM
SUPERVISORY POSITION**

E. EMPLOYEE COMMENTS:

F. SIGNATURES:

Employee: _____ **Date:** _____

(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Evaluated by: _____ **Date:** _____

Evaluated by: _____ **Date:** _____