

EMPLOYEE JOB PERFORMANCE EVALUATION FORM

EMPLOYEE NAME: _____

JOB TITLE: _____

DATE OF EVALUATION: _____

INSTRUCTIONS: Carefully evaluate employee's work performance in relation to job description and work performed.

Rating system: 1 = unsatisfactory: performance was unacceptable and requires improvement
 2 = improvement needed: performance was deficient
 3 = good: competent and dependable level of performance; meets standards of job
 4 = very good: performance is of high quality and is achieved on a consistent basis
 5 = outstanding: performance is exceptional in all areas; is recognized as being superior to others
 n/a = not applicable: does not apply to employee's specific job duties and responsibilities

GENERAL FACTORS	RATING	DETAILS/COMMENTS
Employee participates in setting goals; provides constructive insights into performing work to accomplish objectives.		
Employee takes initiative in establishing his/her work program.		
Employee takes initiative in problem solving.		
Actively participates in exchange of ideas.		
Creativity in identifying alternative work methods and procedures; willingness to assist in implementing new ideas.		
Cooperates in disclosing work related information to co-workers and appries co-workers of alterations in work methods/work flow.		
Cooperates in scheduling lunch/breaks around work schedule.		

GENERAL FACTORS	RATING	DETAILS/COMMENTS
Cooperates with co-workers and/or supervisors.		
Ability to deal with the public and other County departments/employees. Politeness on the job. Respect for others.		
Personal habits, clothing, and grooming given the nature of the job. Uses appropriate safety clothing, equipment and gear.		
Understands instructions and comprehends job.		
Adapts to constructive criticism in a positive manner.		
Overall quality of work performed. Absence of errors.		
Performs according to supervisor's expectations taking into consideration length of time in title and duties assigned.		
General work habits and self discipline. Organization of the individuals work and work area.		
Ability to establish priorities and manage time well; uses time efficiently.		
Completes work in a timely manner.		
Is productive. Generates a satisfactory amount of work during the workday.		

GENERAL FACTORS	RATING	DETAILS/COMMENTS
General job attitude (interest/enthusiasm).		
Works beyond the minimum requirements of the job; voluntarily attempts non-routine projects and tasks.		
Makes reasonable and rational decisions.		
Conveys thoughts clearly.		
Dependability; trustworthiness.		
Punctuality.		
Attendance record.		
Disciplinary record.		
Has the necessary job related education, skills, and experience. Level of expertise.		

GENERAL FACTORS	RATING	DETAILS/COMMENTS
Overall work performance.		
Employee meets standards of work for the position.		

_____ The employee must improve his/her performance before the next evaluation or risks being disciplined, suspended, or terminated.

_____ The employee has previously been advised that improvement was required or disciplinary action would be taken. The employee has failed to improve. Appropriate action will be recommended to the Personnel Department.

_____ The employee's job performance warrants termination.

_____ The employee should be continued on the payroll pending next evaluation.

_____ The employee has satisfactorily completed his or her working test period and should be continued in employment.

I have shown and discussed this evaluation with employee. Signing of this evaluation by employees does not constitute agreement.

Person conducting evaluation: _____ Title _____

Employee signature _____ Date _____

Supervisor's comments: _____

Employee's comments: _____

THIS FORM IS TO BE FORWARDED FOR PLACEMENT IN EMPLOYEE PERSONNEL FILE