

Year: 2008

# Employee Evaluation

Date: \_\_\_\_\_

Type: \_\_\_\_\_

Form: 001 - Regular evaluation

Employee #: \_\_\_\_\_

Supervisor #: \_\_\_\_\_

Please mark the box that best describes the employee's job performance.

Mark through words in the box checked that don't apply to the employee's job performance.

Categories	Unaccept-able	Not Proficient	Fully Proficient	Commend-able	Exceptional
<b>Initiative</b> Extent to which employee is self-starting, and sees and acts on new opportunities independently.	0	0	0	0	0
<b>Dependability</b> Extent to which employee can be relied upon to meet work schedules, fulfill job responsibilities, fulfill commitments, in a conscientious and thorough manner.	0	0	0	0	0
<b>Team Worker</b> Extent to which employee establishes positive relationships.	0	0	0	0	0
<b>Quantity Of Work</b> Extent to which employee produces an amount of acceptable work in order to meet schedules over which he/she has control.	0	0	0	0	0
<b>Quality Of Work</b> Extent to which employee thoroughly and accurately completes job assignments.	0	0	0	0	0
<b>Job Knowledge</b> Extent to which employee understands the details of his/her job requirements and job standards as described in his/her job description. Extent to which the employee has the required skills that are necessary to perform the job in all of the required job areas.	0	0	0	0	0
<b>Adaptability</b> Extent to which employee is willing to adapt to job or organizational changes while maintaining a positive attitude. Willingness to alter activities to meet demands of new situations.	0	0	0	0	0
<b>Punctuality</b> Extent to which employee is prompt at reporting for work, and/or appointments, and/or meetings at specified time.	0	0	0	0	0
<b>Relationship With Public</b> Extent to which the employee establishes positive professional relationships with people outside of the department.	0	0	0	0	0
<b>Professionalism</b> Demonstrates professional ethics, honesty, and integrity. Works with a customer service focus. Recognizes, respects, and follows the chain of command. Promotes the value of diversity actively. Demonstrates the ability to communicate tactfully and appropriately verbally and/or in writing with customers, supervisors, peers, and/or subordinates. Follows and applies the policies, rules, and procedures of the County and the respective department fairly and consistently.	0	0	0	0	0

All ratings of greater than or less than proficient should have comments attached.

# Employee Evaluation

Employee #: \_\_\_\_\_  
 Supervisor #: \_\_\_\_\_

## Initiative

Extent to which employee is self-starting, and sees and acts on new opportunities independently.

○	Unacceptable	Needs constant supervision and micro-management. Flagrantly wastes downtime (example = playing games on the computer). Wastes other people's time (example = too much non-business talk). Takes too many breaks, extended lunch hours, etc. Employee has at least two documented events exhibiting this behavior.
○	Not Proficient	Needs frequent supervision. Only performs the work that is requested. Rarely spearheads an idea, nor submits a written idea, on ways to improve the department and/or his/her job function. Does not work very hard, and often takes too long to complete assignments. Employee has at least one documented event exhibiting this behavior.
○	Fully Proficient	Performs normal job duties with little supervision. Occasionally spearheads an idea, or submits a written idea, on ways to improve the department and/or his/her job function. Assignments are always done promptly and accurately.
○	Commendable	Is self-motivated. Does not need any supervision. Performs independent research without being asked. Often spearheads an idea, or submits a written idea, on ways to improve the department and/or his/her job function. This person often finds a better way to do something.
○	Exceptional	Consistently demonstrates leadership in spearheading ideas on ways to improve the County, the department, and/or his/her job function. Ideas and actions of this person add measurable value to the County in terms of cost savings, streamlined business processes, additional revenue, etc.

All ratings of greater than or less than proficient should have comments attached.

# Employee Evaluation

Employee #: \_\_\_\_\_  
Supervisor #: \_\_\_\_\_

## Dependability

Extent to which employee can be relied upon to meet work schedules, fulfill job responsibilities, fulfill commitments, in a conscientious and thorough manner.

<input type="radio"/>	Unacceptable	On at least two documented occasions, employee has failed to fulfill commitments, either to the customer, or to co-workers, or to supervisor. Co-workers are often forced to either do his/her work, or to devise work-arounds, due to his/her failed commitments. A documented history of failed commitments is on file.
<input type="radio"/>	Not Proficient	On at least one documented occasion, has failed to fulfill commitments, either to the customer, or to co-workers, or to supervisor. On several events, co-workers have been forced to either do his/her work, or to devise work-arounds, due to his/her failed commitments.
<input type="radio"/>	Fully Proficient	Consistently performs normal job duties. Rarely, if ever, fails to fulfill normal job commitments, either to the customer, or to co-workers, or to supervisor. Rarely, if ever, forces co-workers to either do his/her work, or to devise work arounds, due to his/her failed commitments.
<input type="radio"/>	Commendable	This person exceeds 'Fully Proficient' performance in fulfilling commitments to the customer, the co-workers, or the supervisor. This person, without being asked, will commit himself/herself to difficult or distasteful assignments, and fulfill those commitments as promised.
<input type="radio"/>	Exceptional	In addition to meeting the 'Commendable' characteristics, the employee demonstrates exceptional performance in fulfilling commitments to the customer, co-workers, or the supervisor. This person will do whatever it takes, including being on-call, working weekends and evenings, and imposing a temporary hardship on his/her personal life, in order to fulfill all commitments.

All ratings of greater than or less than proficient should have comments attached.

# Employee Evaluation

Employee #: \_\_\_\_\_  
 Supervisor #: \_\_\_\_\_

## Team Worker

Extent to which employee establishes positive relationships.		
○	<b>Unacceptable</b>	Is frequently uncooperative and ineffective in working relationships. Is often involved in interpersonal conflicts. A documented history of at least two events demonstrating conflicts or uncooperativeness is on file. Additionally, an 'Unacceptable' will be given in the 'Team Worker' category to all employees who are prone to gossip, either inside or outside the department, and/or who frequently show disrespect towards the County, and/or towards the department, and/or towards co-workers within the department.
○	<b>Not Proficient</b>	On at least one documented occasion, has been uncooperative, or has been ineffective in working relationships, or has been involved in interpersonal conflicts, or has been difficult to work with, or has occasionally shown disrespect towards the County, and/or towards the department, and/or towards co-workers of the department. Any type of gossip, either inside or outside of the department, will cause either a 'Below Standard' or an 'Unacceptable' in this category.
○	<b>Fully Proficient</b>	Consistently shows professional cooperation with co-workers and supervisor. Consistently shows effectiveness in interpersonal relationships. Rarely, if ever, is involved in interpersonal conflicts. Does not gossip. Consistently shows respect towards the County, towards the department, and towards co-workers. Shares knowledge and expertise with co-workers whenever requested.
○	<b>Commendable</b>	In addition to meeting the 'Fully Proficient' characteristics, the employee volunteers to share his/her knowledge and expertise in an effort to cross-train co-workers. Volunteers to help co-workers with their projects or problems.
○	<b>Exceptional</b>	Is an ambassador for the department to outside departments, agencies, and groups. Defends the department against written and verbal complaints. Is also an ambassador for Richland County, promoting the positives of our employer. Initiates internal 'team building' activities within the department. Exceeds all of the internal 'Team Worker' characteristics described in the 'Commendable' category, and is well respected by all co-workers.

All ratings of greater than or less than proficient should have comments attached.

# Employee Evaluation

Employee #: \_\_\_\_\_  
Supervisor #: \_\_\_\_\_

## Quantity Of Work

Extent to which employee produces an amount of acceptable work in order to meet schedules over which he/she has control.

<input type="radio"/>	Unacceptable	Employee has a documented history of at least two events of failing to produce and/or complete an acceptable amount of work in a reasonable or agreed upon time frame.
<input type="radio"/>	Not Proficient	On at least one documented occasion, employee has failed to produce and/or complete an acceptable amount of work in a reasonable or agreed upon time frame.
<input type="radio"/>	Fully Proficient	Employee consistently produces and/or completes an acceptable amount of work in a reasonable or agreed upon time frame.
<input type="radio"/>	Commendable	Employee frequently accomplishes more than the required amount of work in the expected time frame, or within an accelerated time frame.
<input type="radio"/>	Exceptional	Employee consistently exceeds expectations by significantly accomplishing more than the required amount of work in the expected time frame, or within an accelerated time frame.

All ratings of greater than or less than proficient should have comments attached.

# Employee Evaluation

Employee #: \_\_\_\_\_  
Supervisor #: \_\_\_\_\_

## Quality Of Work

Extent to which employee thoroughly and accurately completes job assignments.

<input type="radio"/>	Unacceptable	Employee has a documented history of at least two events of doing work which required corrective action due to failure to meet original specifications and/or requirements.
<input type="radio"/>	Not Proficient	On at least one documented occasion, employee's work required corrective action due to failure to meet original specifications and/or requirements.
<input type="radio"/>	Fully Proficient	Employee consistently completes job assignments according to departmental standards of quality, resulting in little or no corrective action.
<input type="radio"/>	Commendable	Employee consistently completes job assignments according to departmental standards of quality. Additionally, employee frequently identifies and recommends preemptive actions that will prevent quality defects from occurring at a future date.
<input type="radio"/>	Exceptional	Employee consistently meets and usually exceeds departmental quality goals. Employee frequently identifies and recommends preemptive actions that will prevent quality defects from occurring at a future date. Additionally, employee is often an advisor and advocate on quality issues, and assists in developing quality guidelines.

All ratings of greater than or less than proficient should have comments attached.

# Employee Evaluation

Employee #: \_\_\_\_\_  
Supervisor #: \_\_\_\_\_

## Job Knowledge

Extent to which employee understands the details of his/her job requirements and job standards as described in his/her job description. Extent to which the employee has the required skills that are necessary to perform the job in all of the required job areas.

<input type="radio"/>	Unacceptable	After at least two documented counseling sessions, in addition to several training opportunities, employee continues to lack a majority of the necessary job knowledge and job skills.
<input type="radio"/>	Not Proficient	After at least one documented counseling session, in addition to several training opportunities, employee continues to lack a few of the necessary job knowledge and job skills.
<input type="radio"/>	Fully Proficient	Employee demonstrates a full understanding of the details of his/her job requirements and job standards as described in his/her job description. Additionally, employee has the required skills that are necessary to perform the job in all of the required job areas.
<input type="radio"/>	Commendable	In addition to meeting the 'Fully Proficient' characteristics, the employee aggressively pursues continuing education, certifications, and self-study that will enhance his/her ability to perform the requirements of the job.
<input type="radio"/>	Exceptional	In addition to meeting the 'Fully Proficient' and 'Commendable' characteristics, the employee has a global understanding of our business (county government) and how to use his/her skills to enhance his/her performance in a county government environment.

All ratings of greater than or less than proficient should have comments attached.

# Employee Evaluation

Employee #: \_\_\_\_\_  
Supervisor #: \_\_\_\_\_

## Adaptability

Extent to which employee is willing to adapt to job or organizational changes while maintaining a positive attitude. Willingness to alter activities to meet demands of new situations.

<input type="radio"/>	Unacceptable	Employee has a documented history of at least two events of resisting changes in work conditions.
<input type="radio"/>	Not Proficient	On at least one documented occasion, employee did not respond well or exhibited a negative attitude towards changed in work conditions.
<input type="radio"/>	Fully Proficient	Consistently demonstrates a willingness to alter activities to accommodate job or organizational changes.
<input type="radio"/>	Commendable	Consistently demonstrates a willingness to alter activities to accommodate job or organizational changes, and is willing to offer assistance or suggestions to facilitate those changes.
<input type="radio"/>	Exceptional	Consistently demonstrates a willingness to alter activities to accommodate job or organizational changes, and is instrumental in facilitating those changes.

All ratings of greater than or less than proficient should have comments attached.

# Employee Evaluation

Employee #: \_\_\_\_\_  
Supervisor #: \_\_\_\_\_

## Punctuality

Extent to which employee is prompt at reporting for work, and/or appointments, and/or meetings at specified time.

<input type="radio"/>	Unacceptable	Employee has a documented history of at least two events of being tardy for work, appointments, or meetings.
<input type="radio"/>	Not Proficient	On at least one documented occasion, employee was tardy for work, appointments, or meetings.
<input type="radio"/>	Fully Proficient	Usually on time for work, scheduled appointments, and meetings.
<input type="radio"/>	Commendable	Usually on time and frequently early for work, scheduled appointments, and meetings.
<input type="radio"/>	Exceptional	Consistently prompt and frequently early for work, scheduled appointments, and meetings.

All ratings of greater than or less than proficient should have comments attached.

# Employee Evaluation

Employee #: \_\_\_\_\_  
Supervisor #: \_\_\_\_\_

## Relationship With Public

Extent to which the employee establishes positive professional relationships with people outside of the department.

<input type="radio"/>	Unacceptable	Employee has a documented history of at least two events of creating problems when interacting with people outside of the department.
<input type="radio"/>	Not Proficient	On at least one documented occasion, employee created problems or demonstrated a negative attitude when interacting with people outside of the department.
<input type="radio"/>	Fully Proficient	Consistently establishes positive professional relationships with people outside of the department.
<input type="radio"/>	Commendable	Employee fosters and promotes positive professional relationships with people outside of the department.
<input type="radio"/>	Exceptional	Is an ambassador for the department to outside departments, agencies, and groups. Is also an ambassador for Richland County, promoting the positives of our employer.

All ratings of greater than or less than proficient should have comments attached.

# Employee Evaluation

Employee #: \_\_\_\_\_  
 Supervisor #: \_\_\_\_\_

## Professionalism

Demonstrates professional ethics, honesty, and integrity. Works with a customer service focus. Recognizes, respects, and follows the chain of command. Promotes the value of diversity actively. Demonstrates the ability to communicate tactfully and appropriately verbally and/or in writing with customers, supervisors, peers, and/or subordinates. Follows and applies the policies, rules, and procedures of the County and the respective department fairly and consistently.

○	Unacceptable	Required supervision relating to ethics, chain of command, diversity, tactful communications, policies, and/or attendance. On at least two documented occasions, has failed to fulfill commitments, either to customers, or to co-workers, or to supervisor in a professional, timely, tactful, or ethical manner. A documented history of unprofessional actions is on file.
○	Not Proficient	Required supervision relating to ethics, chain of command, diversity, tactful communications, and/or policies. Only Performs work that is requested. Does not complete assignments in a timely or professional manner. Has at least one documented event exhibiting this behavior.
○	Fully Proficient	Consistently performs normal job duties and assignments accurately, ethically, and timely. Rarely, if ever, forces supervisor or co-workers to either do his/her work or to devise work-arounds, due to his/her unprofessional actions.
○	Commendable	Exceeds fully proficient job performance in fulfilling commitments to the customers, co-workers, or supervisor in a professional manner. Without being asked, will commit himself/herself to difficult or distasteful assignments, and fulfill those commitments as promised in an ethical and professional manner.
○	Exceptional	Consistently demonstrates exceptional professional performance in fulfilling commitments to customers, co-workers, or supervisor. Without being asked, will commit himself/herself to difficult or distasteful assignments, and fulfill those commitments as promised. Displays the highest ethics, adherence to policy, respect for the chain of command, and embraces diversity consistently in business actions and decisions.

All ratings of greater than or less than proficient should have comments attached.

# Employee Evaluation

Employee #: \_\_\_\_\_

Supervisor #: \_\_\_\_\_

Signature by employee does NOT imply agreement or disagreement with the Performance Enhancement Program Evaluation Rating. It is evident that both employee and supervisor have jointly reviewed and discussed the PEP Evaluation.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee Comments**

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Comments**

**Department Head Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Head Comments**

*Periodically and/or upon request HRD and or the County Administrator may review performance appraisals.*

**HRD Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HRD Review and Comment**

**County Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**County Administrator Review and Comment**

All ratings of greater than or less than proficient should have comments attached.