

# GILA COUNTY EMPLOYEE PERFORMANCE REPORT

**Employee Name:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

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

<b>SUPERVISORY SKILLS/TRAITS</b>						
To be completed for supervisors						
	Supervisory Skills/Traits	0	1	2	3	4
1	Safety Prevention					
2	Performance Reviews					
3	Work Standards					
4	Policies/Procedures					
5	Hazardous Materials					
6	Affirmative Action					
7	Leadership Skills					
8	Delegation of Work					
9	Budget and Finance					
10	Planning/Objectives					
11	Supervisor Training					
12	Employee Discipline					
13	Staff Communication					
14	Team Spirit					
15	Training of Staff					
	<b>Totals</b>					

<b>Overall Total</b>	_____
<b>Average</b>	_____