

Core Employee Performance Appraisal

Employee: _____

Position: _____

Department: _____

Division: _____

Date of Appraisal: _____

Overall Average Score:

PERFORMANCE INDICATORS

A. GETTING RESULTS

Evaluate the level at which the Employee:

	Level 1	Level 2	Level 3	Level 4	Level 5
1. produces top quality work	_____	_____	_____	_____	_____
2. achieves timely results	_____	_____	_____	_____	_____
3. exhibits ability to set priorities	_____	_____	_____	_____	_____
4. demonstrates efficient use of time, resources and energy	_____	_____	_____	_____	_____

Item areas total: _____ Total Points: _____ Average Score: _____

Integrity of work performance comments:

B. TEAMWORK

Evaluate the level at which the Employee:

	Level 1	Level 2	Level 3	Level 4	Level 5
1. treat coworkers with respect, support and acceptance	_____	_____	_____	_____	_____
2. treat supervisors with respect, support and acceptance	_____	_____	_____	_____	_____
3. abides by County policies and procedures	_____	_____	_____	_____	_____
4. even temperament	_____	_____	_____	_____	_____
5. accepts unavoidable tension and pressure	_____	_____	_____	_____	_____
6. willing to help	_____	_____	_____	_____	_____
7. politeness on job	_____	_____	_____	_____	_____

Item total: _____ Total points: _____ Average Score: _____

Teamwork performance comments: _____

C. ACCOUNTABILITY

Evaluate the level at which the Employee:

	Level 1	Level 2	Level 3	Level 4	Level 5
1. on time and ready for work	_____	_____	_____	_____	_____
2. works with minimum supervision, follows instructions, exercises judgment, and demonstrates initiative	_____	_____	_____	_____	_____
3. completes work on time	_____	_____	_____	_____	_____
4. quality, neatness, thoroughness of assigned work	_____	_____	_____	_____	_____
5. is responsible	_____	_____	_____	_____	_____
6. on their productivity, volume of duties, tasks assigned completed in an established time frame	_____	_____	_____	_____	_____

Item total: _____ Total Points: _____ Average Score: _____

Accountability performance comments: _____

D. INNOVATIVENESS

Evaluate the level at which the Employee:

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
1. comes up with new ideas/suggestions for improvement	_____	_____	_____	_____	_____
2. expresses themselves clearly	_____	_____	_____	_____	_____
3. innovative in the way they approach their work	_____	_____	_____	_____	_____
4. attempts non-routine job and tasks	_____	_____	_____	_____	_____
Item total: _____	Total Points: _____	Average Score: _____			

Innovativeness performance comments: _____

E. EXCELLENCE

Evaluate the level at which the Employee:

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
1. has high standards for themselves	_____	_____	_____	_____	_____
2. values quality work	_____	_____	_____	_____	_____
3. excels at their job	_____	_____	_____	_____	_____
4. demonstrates dependability	_____	_____	_____	_____	_____
5. shows orderliness of work and work area(s)	_____	_____	_____	_____	_____
Item total: _____	Total Points: _____	Average Score: _____			

Excellence performance comments: _____

F. CUSTOMER SERVICE

Evaluate the level at which the Employee:	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
1. demonstrates flexibility in meeting customer needs	_____	_____	_____	_____	_____
2. promotes positive work atmosphere and service attitude	_____	_____	_____	_____	_____
3. seeks and accepts feedback from citizens/customers	_____	_____	_____	_____	_____
Item total: _____ Total Points: _____ Average Score: _____					

Inspire performance comments: _____

G. SELF DISCIPLINE AND DIRECTION

Evaluate the level at which the Employee:	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
1. shows ability to function effectively without close supervision	_____	_____	_____	_____	_____
2. demonstrates dependability and follow up on commitments and responsibilities	_____	_____	_____	_____	_____
3. looks for opportunities to grow professionally and/or improve job skills	_____	_____	_____	_____	_____
Item total: _____ Total Points: _____ Average Score: _____					

Participatory performance comments: _____

H. COMMUNICATION

Evaluate the level at which the Employee:	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
1. demonstrates well written communication skills	_____	_____	_____	_____	_____
2. demonstrates effective oral communication skills	_____	_____	_____	_____	_____
3. demonstrates support for management decisions	_____	_____	_____	_____	_____
4. demonstrates a strong work ethic	_____	_____	_____	_____	_____
5. serves as a role model for others	_____	_____	_____	_____	_____
6. maintains a positive outlook toward work responsibilities	_____	_____	_____	_____	_____
Item total: _____ Total Points: _____ Average Score: _____					

Communication performance comments: _____

I. SAFETY

Evaluate the level at which the Employee:

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
1. follows safety rules and regulations	_____	_____	_____	_____	_____
2. demonstrates correct use of County tools and equipment	_____	_____	_____	_____	_____
3. follows equipment maintenance as required	_____	_____	_____	_____	_____
4. demonstrates support for safety by ensuring safety resources are used	_____	_____	_____	_____	_____

Item total: _____ Total Points: _____ Average Score: _____

Safety performance comments: _____

Grand Total Points

Items Scored

Overall Average

ASSESSMENT OF PREVIOUS DEVELOPMENT PLAN:

AREAS OF STRENGTH:

1. _____

2. _____

3. _____

OPPORTUNITIES FOR IMPROVEMENT:

1.

2.

3.

The following two sections are to be completed during the Performance Appraisal Conference with the Employee.

DEVELOPMENT PLAN FOR FUTURE GROWTH

ACTION	STEPS	TARGET DATE
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

EMPLOYEE CAREER GOALS

EMPLOYEE COMMENTS (IF ANY) ON THIS APPRAISAL

Employee's Signature

Date

Supervisor's Signature

Date

(Your signature does not indicate agreement with the performance appraisal but that it was reviewed with you.)

EVALUATOR SHOULD APPLY THESE INDICATORS BASED UPON EXPECTATIONS OF THE EMPLOYEE'S JOB FOR ENTIRE APPRAISAL PERIOD

LEVEL 1 (One point)

Represents "Super Star" areas of performance
Areas of exceptional performance

LEVEL 2 (Two points)

Is demonstrated by above average performance, usually exceeding expectations
Conscientious and completes assignments with minimal supervision

LEVEL 3 (Three points)

Represents expected level of performance
Solid, steady performance

LEVEL 4 (Four points)

Opportunities for improvement and growth
Areas needing some improvement
Requires some attention to meet expectations

LEVEL 5 (Five points)

Unacceptable performance areas
Performance needs immediate improvement
Needs much improvement

Breakdown of indicators for average person:

- Level 1 Should be extremely few in number for super stars only
- Level 2 Use for employees who regularly exceed expectations - will be smaller in number than level 3
- Level 3 Most often used to express performance - will represent largest number
- Level 4 Opportunities for improvement and growth - will be few in number
- Level 5 Areas which need to be addressed quickly - should be limited in number