



PERFORMANCE EVALUATION- Supervisor Review for Employees

Job Performance Factor and Description	SUPERVISOR Rating and Comment
<u>Accountability and Initiative</u> Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight. Accounts for one's own actions.	4 Exceptional 3 Successful 2 Opportunity for development 1 Does not satisfy expectations
<u>Job Knowledge</u> Demonstrates acceptable knowledge and skills in performing the essential duties and functions of the position. Understands the purpose of the position and how it interacts with other positions. Regularly exhibits knowledge of department functions, unit operations, and department/County administrative policies.	4 Exceptional 3 Successful 2 Opportunity for development 1 Does not satisfy expectations
<u>Attention to Detail</u> Diligently attends to details and pursues quality in accomplishing tasks. Performs task with care, few errors. Checks for accuracy.	4 Exceptional 3 Successful 2 Opportunity for development 1 Does not satisfy expectations
<u>Time Management</u> Manages own time, attendance, punctuality, priorities, and resources to achieve goals. Meets deadlines.	4 Exceptional 3 Successful 2 Opportunity for development 1 Does not satisfy expectations
<u>Interpersonal Communication</u> Communication between people, understands and gives others your divided attention and diplomatically handles challenging or tense interpersonal situations.	4 Exceptional 3 Successful 2 Opportunity for development 1 Does not satisfy expectations
<u>Teamwork</u> Builds constructive internal working relationships characterized by a high level of cooperation and mutual respect.	4 Exceptional 3 Successful 2 Opportunity for development 1 Does not satisfy expectations
EMPLOYER Overall Rating (Please check one box) Rating Range: 1. For Employees: a. Rating Range: i. 22-24 Exceptional ii. 18-21 Successful iii. 13-17 Opportunity for development iv. 6-12 Does Not Satisfy Expectations Select One: ☐ Employee is successful ☐ Employee is exceptional ☐ Employee's needs development ☐ Employee does not satisfy expectations	

Supervisor Comments for Overall Rating: (All (1) ratings require comments).

Recommendations for professional development:

Employee Summary Comments:

PERFORMANCE EVALUATION- Supervisor Review

SIGNOFFS

Employee: (1) I have read and discussed this evaluation with my supervisor.
(2) I realize that if I wish to do so, I may submit a written statement about this evaluation to the Human Resources Department within five (5) days of this date.

Employee's Signature_____ Date_____

Employee Print Name_____

Supervisor's Signature_____ Date_____

Supervisor Print Name_____