



PERFORMANCE EVALUATION - Leadership

Job Performance Factor and Description	SUPERVISOR Rating and Comment
<u>Staff Alignment</u> Work is distributed to unit and monitored to ensure, through efficient utilization of staff assigned to the unit, that all work is completed timely. Supervisor provides updated information to help the team achieve goals and results	4 Exceptional 3 Successful 2 Opportunity for development 1 Does not satisfy expectations
<u>Job Knowledge</u> Demonstrates 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>Planning and Organizing</u> Coordinates ideas and resources to achieve goals. Identifies the sequence of tasks and the resources needed to achieve a goal and prioritizes key action steps. Anticipates the impacts and risks of decisions and actions. Seeks and uses others' input about critical actions, timelines.	4 Exceptional 3 Successful 2 Opportunity for development 1 Does not satisfy expectations
<u>Coaching & Mentoring</u> Enables co-workers to grow and succeed through feedback, instruction, and encouragement.	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>Fostering Teamwork</u> As a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.	4 Exceptional 3 Successful 2 Opportunity for development 1 Does not satisfy expectations
<u>Implementation</u> Leaders assist in the implementation of change, policies, and procedures through the utilization of leadership techniques to ensure commitment by staff.	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.	4 Exceptional 3 Successful 2 Opportunity for development 1 Does not satisfy expectations
EMPLOYER Overall Rating (Please check one box) Rating Range: i. 29-32 Exceptional ii. 24-28 Successful iii. 17-23 Opportunity for development iv. 8-16 Does Not Satisfy Expectations Select One: ☐ Leader is successful ☐ Leader is exceptional ☐ Leader's performance needs development ☐ Leader does not satisfy expectations	

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

Recommendations for professional development:

Leader's 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_____