\_\_\_\_\_\_\_\_ County Road Commission

Employee Performance Appraisal Instructions

1. The appraising supervisor is to give the employee a performance rating on each performance factor. Any performance factor with a performance rating of “Needs Improvement” or “Unsatisfactory Performance” requires additional comments.
2. The appraising supervisor is to give the employee an overall performance rating on each performance factor, considering all aspects of the employee’s performance, including the relative importance of each of the performance factors. The appraising supervisor shall select the performance rating that most accurately describes the overall performance of the employee during the evaluation period. An overall performance rating of “Needs Improvement” or “Unsatisfactory Performance” requires additional comments.
3. Upon completion of the performance appraisal, the appraising supervisor must sign and date the form and submit it to their department head for review.
4. The department head will review the completed performance appraisal and sign, date, and return it to the appraising supervisor. Signature of the performance appraisal indicates concurrence with the content of the performance appraisal and any recommended actions.
5. Upon receipt of the approved performance appraisal, the appraising supervisor will schedule a meeting with the employee to review the performance appraisal.
6. Once the performance appraisal has been reviewed with the employee, the employee is to sign and date the performance appraisal, which confirms that the appraisal has been discussed with him/her.
7. The original performance appraisal form will be made part of the employee’s permanent personnel file.