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

Non-Union Employee Performance Appraisal

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluation Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Previous Rating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Date of Previous Rating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERFORMANCE RATINGS**

**Consistently Exceeds Expectations (5)** – Employee is consistently an exceptional performer and far exceeds expectations. All job requirements and objectives were achieved well above expectations. Accomplishments were also made in unexpected areas.

**Often Exceeds Expectations (4) –** Employee often exceeds expectations. Performance is clearly above established expectations. This individual is often the “go to” person who not only exceeds expectations but is seen by others as a pivotal performer.

**Successfully Achieves Expectations (3)** – Employee fully meets the expectations of the position and may on occasion exceed expectations. The employee performs well and requires little guidance with performing the job.

**Needs Improvement (2) –** Employee meets some of the job expectations, but performance does not meet all the requirements and is below the level expected of a proficient employee. An individual in this level generally requires greater than usual time and attention by the supervisor. This could also be a new employee (less than one year) or recently promoted to a new position with new responsibilities. Greater growth and development in the role can and are in the process of being achieved.

**Does Not Meet Expectations (1) –** Employee does not meet the expectations required of the position. Performance at this level clearly unacceptable and cannot continue.

**SECTION 1: PERFORMANCE FACTORS**

BUDGET MANAGEMENT Rating: \_\_\_\_\_\_\_\_

Provides cost effective stewardship of all public resources. Understands fiscal policies and procedures and implements them in an effective and efficient manner.

COMMENTS:

COMMUNICATION Rating: \_\_\_\_\_\_\_\_

Demonstrates competence in expressing ideas verbally and in writing. Actively listens to suggestions and feedback from others and responds appropriately. Presents information clearly and concisely and can communicate effectively in all situations.

COMMENTS:

DECISION MAKING/PROBLEM SOLVING Rating: \_\_\_\_\_\_\_\_

Uses good judgment when evaluating a problem. Analyzes risks and identifies consequences. Makes appropriate decisions in a timely manner.

COMMENTS:

INTERPERSONAL SKILLS

Demonstrates the ability to cooperate, work and communicate with co-workers, supervisors, and/or outside contacts.

COMMENTS:

JOB KNOWLEDGE Rating: \_\_\_\_\_\_\_\_

Demonstrates clear understanding and ability to perform the essential functions of the job effectively. Learns and masters applicable new skills and procedures.

COMMENTS:

PRODUCTIVITY Rating: \_\_\_\_\_\_\_\_

Produces a significant volume of work efficiently in a specified period of time.

COMMENTS:

QUALITY OF WORK Rating: \_\_\_\_\_\_\_\_

Performs work competently and accurately; displays professionalism in work.

COMMENTS:

SAFETY Rating: \_\_\_\_\_\_\_\_

Contributes to a safe working environment; performs duties in a clean and safe manner. Brings safety concerns to appropriate parties; takes initiative to resolve when possible.

COMMENTS:

TASK AND PROJECT MANAGEMENT Rating: \_\_\_\_\_\_\_\_

Establishes attainable objectives and timelines, establishes, and communicates priorities, recognizes and responds effectively to unexpected situations; handles crucial situations and pressures calmly and effectively; accepts unexpected assignments and responds well to tight deadlines.

COMMENTS:

**SECTION 2: BEHAVIORAL TRAITS**

DEPENDABILITY Rating: \_\_\_\_\_\_\_\_

Demonstrates dependability on the job and is responsive to the needs of the department; punctual; ensures work responsibilities are covered when absent.

COMMENTS:

INITIATIVE/SELF-DEVELOPMENT Rating: \_\_\_\_\_\_\_\_

Displays enthusiasm, energy, and inventiveness in fulfilling responsibilities. Takes initiative for self-development; demonstrates an ability to learn on the job. Takes advantage of professional development opportunities. Seeks new and challenging assignments.

COMMENTS:

ORGANIZATIONAL COMMITMENT AND ADAPTABILITY Rating: \_\_\_\_\_\_\_\_

Adheres to established policies; accepts and follows direction; responds cooperatively to change and expends extra effort as required. Initiates changes to policies and procedures where appropriate and through proper channels.

COMMENTS:

RESPONSIBILITY Rating: \_\_\_\_\_\_\_\_\_

Meets task deadlines and work commitments. Fulfills work obligations in a timely and satisfactory manner. Takes responsibility for personal actions and performance.

COMMENTS:

**SECTION 3: SUPERVISORY FACTORS (*Supervisory employees ONLY)***

EMPLOYEE MANAGEMENT Rating: \_\_\_\_\_\_\_\_

Effectively delegates work and responsibility to appropriate staff, clearly communicates goals and expectations; ensures staff are kept informed of relevant information, engages in two-way communication; effectively handles personnel issues; recognizes the achievements of others; routinely provides constructive and on-going feedback on job performance; completes annual performance appraisals in a timely manner; applies policies and procedures equitably to staff.

COMMENTS:

LEADERSHIP Rating: \_\_\_\_\_\_\_\_

Directs, motivates and appropriately influences others to achieve the relevant mission; serves as credible role model, displaying and instilling a positive attitude; sets high standards for self, group and others; builds a strong sense of teamwork, purpose and group identity; encourages subordinate input and participation; makes effective decisions and exercises discretion consistent with relevant policy, regulation, unit responsibilities and goals; ability to facilitate necessary change.

COMMENTS:

TRAINING AND DEVELOPMENT Rating: \_\_\_\_\_\_\_\_

Identifies training needs, provides educational/training opportunities to ensure employee success; develops capabilities of staff.

COMMENTS:

**PERFORMANCE SUMMARY RATING**

|  |  |
| --- | --- |
| **SECTION 1: PERFORMANCE FACTORS** | **Rating** |
| Budget Management |  |
| Communication |  |
| Decision Making/Problem Solving |  |
| Interpersonal Skills |  |
| Job Knowledge |  |
| Productivity |  |
| Quality of Work |  |
| Safety |  |
| Task and Project Management |  |
| **SECTION 2: BEHAVIORAL TRAITS** |  |
| Dependability |  |
| Initiative/Self-Development |  |
| Organizational Commitment/Adaptability |  |
| Responsibility |  |
| **SECTION 3: SUPERVISORY FACTORS** |  |
| Employee Management |  |
| Leadership |  |
| Training/Development |  |
| **TOTALS** |  |
| **OVERALL PERFORMANCE RATING**Supervisory (total/16) Non-Supervisory (Total/13) |  |

**SIGNATURES**

This report is based on my observation and/or knowledge. Signature acknowledges review and discussion of the evaluation with employee.

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 Supervisor’s Signature Date

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 Department Head’s Signature Date

I have read and discussed this appraisal with my supervisor, and I understand its contents. My signature means that I have been advised of my performance status and does not necessarily imply that I agree or disagree with either the appraisal or the contents.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee’s Signature Date