

SIERRA COUNTY

Human Resources Department
Downieville, California 95936



Evaluator Name/Title _____ Department _____

Last Name _____ First Name _____ Middle Initial _____

Employee ID# _____ Employee Title _____

Evaluation Period Date From – To _____ ****Office Use Only**** Class/Step _____

3 – Month
Probationary

Annual

Special Review

EVALUATOR ASSURES THAT:

- ✓ Each rating category is evaluated.
- ✓ Each rating category includes comments.
- ✓ Employee Development Plan or Corrective Action Plan is included.
- ✓ Copy of signed evaluation form is provided to employee.
- ✓ Original evaluation is forwarded to human resources office with Personnel Payroll Form (PPF) as appropriate

RATING DEFINITIONS:

Role Model: Consistently exceeds established goals and performance expectations, is a role model to others in all competencies critical to the job performance. Seeks opportunities to share expertise and serves as a mentor.

Above Target: Often exceeds established goals and performance expectations. Demonstrates strengths in competencies critical to job performance. Continually grows in role and seeks opportunities to expand responsibilities/knowledge.

On Target: Successfully meets established goals. Demonstrates competencies critical to job performance. Maintains knowledge base required to perform job responsibilities.

Development Opportunity: Meets some but not all established goals. Is developing competencies critical to job performance. Further coaching and training is required.

Needs Improvement: Established responsibilities and goals are not met. Does not demonstrate competencies critical to job performance. Continued guidance or supervision is required to meet expectations. Needs to improve performance immediately. A Corrective Action Plan is required. A special evaluation is recommended in 3 months to monitor improvement.

I. GENERAL PERFORMANCE FACTORS

1. **KNOWLEDGE OF THE JOB AND BASIC SKILLS** - Knowledge and understanding of aspects of the job, including standards, and possession of skills that relate to job functions

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

2. **QUALITY OF WORK** - Overall quality of work product and/or service; organization; prioritization

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

3. **QUANTITY OF WORK** - Amount of work accomplished

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

4. **PROBLEM SOLVING SKILLS** - Identification of problems and action for resolution; judgment; initiative

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

5. **CHARACTER** – Conduct that exhibits the core ethical values of trustworthiness, respect, responsibility and fairness

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

6. **ADAPTABILITY TO WORK SITUATIONS** - Response to change; quality of performance in difficult or unusual situations

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

7. ATTENDANCE AND PUNCTUALITY - Reporting to work and to work-related activities as scheduled

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

8. USE OF MATERIALS AND EQUIPMENT - Use and conservation of materials/supplies; equipment maintenance

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

9. SAFETY - Compliance with safety practices; identification of and action to address safety hazards

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

10. COMMUNICATION - Verbal and written skills

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

11. INTERPERSONAL SKILLS, COOPERATION, TEAMWORK - Effectiveness of interactions with others, promotion of cooperative human relations, willingness to participate in group activities

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

12. CUSTOMER SERVICE - Interaction with public and internal and external customers (in person, by telephone, or electronic media); follow-through; attitude

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

II. SUPERVISORY/MANAGEMENT FACTORS - Required for all supervisory or management employees

Check here if not applicable, and skip to Section III

1. PLANNING - Development of goals, identification of potential problems, utilization of resources, development of contingency plans; budgeting

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

2. DECISION MAKING - Ability to analyze and solve complex or sensitive problems in a timely manner

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

3. LEADERSHIP - Capacity to provide clear direction, inspire confidence, model high standards and values, motivate employees to high performance

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

4. TRAINING AND DEVELOPING EMPLOYEES - Effectiveness of employee orientation, training and development

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

III. EDUCATION/TRAINING: List educational and training courses taken during this evaluation period.

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IV. COMPETENCIES

Check here if competencies are attached

V. OVERALL EVALUATION

Needs Improvement Development Opportunity On Target Above Target Role Model

Comments:

VI. DEVELOPMENT PLAN or CORRECTIVE ACTION PLAN: Describe objectives, education, training, and other assistance planned during next evaluation period. (If overall evaluation is “Needs Improvement” a Corrective Action Plan is mandatory.)

Check here if there will be a special evaluation in ___ months

VII. ACTION

Merit step increase Merit step increase PROMOTION EVALUATION
APPROVED DENIED RECOMMENDED ONLY

SIGNATURES:

Employee _____ Date

Evaluator _____ Date

Department Head _____ Date

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