

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.

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
APPROVED

Merit step increase
DENIED

PROMOTION
RECOMMENDED

EVALUATION
ONLY

SIGNATURES:

Employee _____ Date

Evaluator _____ Date

Department Head _____ Date

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