



## PERFORMANCE EVALUATION- Supervisor Review for Employees

Job Performance Factor and Description	SUPERVISOR Rating and Comment			Not Applicable
<u>Accountability and Initiative</u> Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight. To account for one's own actions.	Exceptional	Successful	Needs Improvement	NA
<u>Job Knowledge</u> Demonstrates acceptable 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.	Exceptional	Successful	Needs Improvement	NA
<u>Attention to Detail</u> Diligently attends to details and pursues quality in accomplishing tasks. Performs task with care, few errors. Checks for accuracy.	Exceptional	Successful	Needs Improvement	NA
<u>Time Management</u> Manages own time, attendance, punctuality, priorities, and resources to achieve goals. Meets deadlines.	Exceptional	Successful	Needs Improvement	NA
<u>Ethics and Integrity</u> Earns others' trust and respect through consistent honesty and professionalism in all interactions.	Exceptional	Successful	Needs Improvement	NA
<u>Tact</u> Diplomatically handles challenging or tense interpersonal situations.	Exceptional	Successful	Needs Improvement	NA
<u>Listening</u> Understands and learns from what others say. Gives speakers undivided attention and appears interested in the message.	Exceptional	Successful	Needs Improvement	NA
<u>Reading Comprehension</u> Grasps the meaning of written information and applies it to work situations.	Exceptional	Successful	Needs Improvement	NA
<u>Speaking</u> Conveys ideas and facts orally using language the audience will best understand.	Exceptional	Successful	Needs Improvement	NA
<u>Writing</u> Conveys ideas and facts in writing using language the reader will best understand.	Exceptional	Successful	Needs Improvement	NA
<u>Building Relationships</u> Builds and maintains customer satisfaction to all people with the services offered by the organization.	Exceptional	Successful	Needs Improvement	NA
<u>Influencing Others</u> Influences others to be excited and committed to furthering the department's objectives.	Exceptional	Successful	Needs Improvement	NA

**1. EMPLOYER Overall Rating (Please check one box)**

Employee is successful or exceptional

Employee performance needs improvement

**2. Comments**

All ratings of "needs improvement" require comments: Add what employee should improve upon for next evaluation.

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3. Areas of strengths in any job performance areas:

4. Accomplishments and/or new abilities since last review:

5. Recommendations for professional development:

**EMPLOYEE Feedback on Performance and Goals:**

**EMPLOYEE Request for Professional Development/Training:**

**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  
                         Department Head within five (5) days of this date.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Print Name \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Print Name \_\_\_\_\_