



## PERFORMANCE EVALUATION - Leadership

Job Performance Factor and Description	SUPERVISOR Rating and Comment			Not Applicable
<u>Staff Alignment</u> Work is distributed to unit and monitored to ensure, through efficient utilization of staff assigned to the unit, that all work is completed timely. Supervisor provides updated information to help the team achieve goals and results	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>Planning and Organizing</u> Coordinates ideas and resources to achieve goals. Identifies the sequence of tasks and the resources needed to achieve a goal and prioritizes key action steps. Anticipates the impacts and risks of decisions and actions. Seeks and uses others' input about critical actions, timelines.	Exceptional	Successful	Needs Improvement	NA
<u>Coaching &amp; Mentoring</u> Enables co-workers to grow and succeed through feedback, instruction, and encouragement.	Exceptional	Successful	Needs Improvement	NA
<u>Listening</u> A dependable leader who is a role model for leadership, listens carefully without interrupting, offers possible options without telling staff what to do. Helps employee set realistic expectations and goals to achieve them.	Exceptional	Successful	Needs Improvement	NA
<u>Ability to Communicate</u> The ability to ensure that information is passed on to others who should be kept informed.	Exceptional	Successful	Needs Improvement	NA
<u>Fostering Teamwork</u> As a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.	Exceptional	Successful	Needs Improvement	NA
<u>Knowledge of Agency Policies and Procedures</u> Understands departmental policy and procedures. Can locate the policy and procedures manual or documents. Taps the expertise of the Administrator to clarify answers to questions regarding policies and procedures. Can answer general departmental policy and procedures questions posed by staff.	Exceptional	Successful	Needs Improvement	NA
<u>Tact</u> Diplomatically handles challenging or tense interpersonal situations. Strives to understand the data, the people, and their views before making decisions and taking action. Works through difficult or awkward	Exceptional	Successful	Needs Improvement	NA



4. 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 \_\_\_\_\_