



Employee's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_

- 30-days \_\_\_\_\_
- 60-days \_\_\_\_\_
- 90-days \_\_\_\_\_
- 6-months \_\_\_\_\_
- 12-month/Annual \_\_\_\_\_
- Other (specify) \_\_\_\_\_

**Duration (per Title 4-A Civil Service)**

The working test period shall not include any time served by an employee under Provisional, Temporary, Interim, Appointed or Emergency appointment. The working test period shall begin on the date of Permanent appointment, per Civil Service Commission. The length of the working test period shall be for a period of (3) three months of active service.

Persons appointed to Trainee titles, County Correctional Police Officers, or Sheriff's Officers shall serve a (12) twelve months working test period. The working test period for Sheriff's Officers and County Correctional Police Officers will begin upon successful graduation from the police training commission's academy.

**Appraisal Reports (per Title 4-A Civil Service)**

The Department Head shall prepare an appraisal report on the employee at the end of (2) two months and a final report at the conclusion of the working test period.

For Trainee titles, County Correctional Police Officers and Sheriff's Officers, the Department Head shall prepare an appraisal on the employee at the end of (6) six months and a final report at the conclusion of the working test period at (12) twelve months.

**Instructions**

Carefully evaluate the employee's work performance in relation to current job requirements. Circle the rating to indicate employee's performance and make comments in the space provided. Indicate N/A if not applicable. Do not leave any spaces blank. Return completed form and review to Human Resources.

**Definition of Performance Ratings**

**E – Exceptional** - Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

**S – Successful** - Competent and dependable level of performance. Meet minimum performance standards of the job.

**U – Unsatisfactory** - Performance is deficient. Does not meet minimum job requirements.

HR Office use only. Date sent: \_\_\_\_\_ Data Entry \_\_\_\_\_ timestamp:

HR Director's Initials: \_\_\_\_\_



### 30-60-90 DAY PERFORMANCE EVALUATION- Supervisor Review

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	Unsatisfactory	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	Unsatisfactory	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	Unsatisfactory	NA
<u>Time Management</u> Manages own time, attendance, punctuality, priorities, and resources to achieve goals. Meets deadlines.	Exceptional	Successful	Unsatisfactory	NA
<u>Ethics and Integrity</u> Earns others' trust and respect through consistent honesty and professionalism in all interactions.	Exceptional	Successful	Unsatisfactory	NA
<u>Tact</u> Diplomatically handles challenging or tense interpersonal situations.	Exceptional	Successful	Unsatisfactory	NA
<u>Listening</u> Understands and learns from what others say. Gives speakers undivided attention and appears interested in the message.	Exceptional	Successful	Unsatisfactory	NA
<u>Reading Comprehension</u> Grasps the meaning of written information and applies it to work situations.	Exceptional	Successful	Unsatisfactory	NA
<u>Speaking</u> Conveys ideas and facts orally using language the audience will best understand.	Exceptional	Successful	Unsatisfactory	NA
<u>Writing</u> Conveys ideas and facts in writing using language the reader will best understand.	Exceptional	Successful	Unsatisfactory	NA
<u>Building Relationships</u> Builds and maintains customer satisfaction to all people with the services offered by the organization.	Exceptional	Successful	Unsatisfactory	NA
<u>Influencing Others</u> Influences others to be excited and committed to furthering the department's objectives.	Exceptional	Successful	Unsatisfactory	NA
<b>Overall Rating (Please check one box)</b>  Employee successfully meets or exceeds requirements. <input type="checkbox"/> Employee fails to meet job requirements. <input type="checkbox"/>				

**Comments**

All ratings of "unsatisfactory" require comments: If applicable, also add what employee should improve upon for next evaluation.

**Number of Absences:** \_\_\_\_\_ **Number of days reported late:** \_\_\_\_\_  
*(Pertaining to the current working test period time frame only.)*

**90 Day Recommendation (Check one box please)**

- Retain
- Do Not Retain  (Department Head signature required) \_\_\_\_\_

**30-60-90 DAY PERFORMANCE EVALUATION- Supervisor Review**

**SIGNOFFS**

**Employee:** 1) I have read and discussed this evaluation with my supervisor.

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

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

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

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