



**ADMINISTRATORS/SUPERVISORS
PERFORMANCE EVALUATION**

Employee Last Name	Employee First Name	Employee Id #

Department	Position Title	Review Date

THE PERFORMANCE EVALUATION

A performance evaluation is an official record of an employee's performance within a specified period of time in relation to pre-determined criteria.

Peach County's performance evaluation plan consists of ten key results areas which employees will be evaluated. A five-point rating scale will be used to evaluate performance. The performance ratings range from one (1) to five (5). A rating of three represents average performance, whereas a rating of 4 indicates above-average performance.

The performance rating is as follows:

Rating scale:

- 5 = Outstanding Performance
- 4 = Exceeds Acceptable Performance
- 3 = Meets Acceptable Performance
- 2 = Below Acceptable Performance
- 1 = Unsatisfactory Performance

Reducing subjectivity, and promoting fairness, equity, and consistency are important goals of a performance evaluation process. To promote such, please see list of definitions below:

UNACCEPTABLE PERFORMANCE: Major on-going problems that negatively impact organizational objectives. Performance consistently does not meet the requirements and acceptable standards of the position. The staff member's performance is below the normal expectations for a substantial number of the aspects of the job as outlined in the job description. Portions of the job expectations/objectives are either not met or met only with a minimum level of acceptability.

AVERAGE PERFORMANCE: The employee's performance is competent in most circumstances and situations. It is important to keep in mind "Meets Job Expectations" is the standard for the organization, and most employees' performance will fall in this category.

SLIGHTLY ABOVE PERFORMANCE: The employee's performance is competent in nearly all circumstances and situations. The decisions and recommendations of this employee are sound. The team member consistently successfully executes his/her work, and shows desire to learn more by asking questions and seeking clarification.

ABOVE AVERAGE PERFORMANCE: The employee's performance is competent in nearly all circumstances and situations. The decisions and recommendations of this employee are sound. The team member consistently successfully executes his/her work, and shows desire to learn more by asking questions and seeking clarification. The employee freely provides feedback to supervisors and co-workers, and freely submits ideas to improve workflow and services.

CONSISTENTLY STRONG PERFORMANCE: The employee's performance is almost always competent in nearly all circumstances and situations. The performance of high priority and complex tasks is accomplished with competence and thoroughness. The staff member is steady, reliable, and competent, and work is executed with minimum supervision. The employee freely provides feedback to supervisors and co-workers, and freely submits ideas to improve workflow and services.

OUTSTANDING PERFORMANCE: The employee consistently displays exemplary performance. Employee is skilled in managing demanding situations and circumstances applicable to his/her job. The performance of high priority tasks is executed skillfully with very minimum supervision. The employee has sustained stellar performance across all aspects of his/her job. The employee is widely recognized as an expert because of his or her exceptional job knowledge.

MERIT INCREASES BASED ON PERFORMANCE

Performance evaluations are a critical component of performance management, and serve multiple administrative/management functions that impact employment-related decisions. In addition to performance evaluations, self-evaluation and the rejection form must be submitted as well.

The goal of the self-evaluation is to promote effective communication between the employee and supervisor. Also allows for discrepancies in scores to be identified and discussed.

The rejection form is a tool that gives the employee a voice to address concerns during the evaluation process.

The process for both forms are as followed:

1. The supervisor provides the self-evaluation form and instructions to complete it to the employee
2. The supervisor schedules an evaluation meeting to discuss performance
3. The supervisor and the employee review the evaluation
4. If a major discrepancy in scores exist, the employee will have the opportunity to complete the rejection form
5. The supervisor/director will review supporting documentation, and make a determination

Merit increases are given at the discretion of the Board of Commissioners, and are contingent upon availability of funds. In the absence of a merit increase, performance evaluations are still required.

1. Job knowledge

- Understands goals of department
- Displays comprehensive understanding of his/her job
- Based on job knowledge able to reach effective solutions, poses good questions, consults helpful resources

1	2	3	4	5

Examples or reasons for giving this rating are:

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2. Quality of Work

- Enhances skill through professional development opportunities
- Takes initiative to strengthen work processes and procedures
- Maintains awareness of changes in technical areas and responds to those changes
- Work is completed accurately and complete

1	2	3	4	5

Examples or reasons for giving this rating are:

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3. Quantity of Work

- Utilizes resources to produce desired results
- Work is efficient, prioritized and meet deadlines
- Enlists planning to ensure effective production of work
- Time management is effective
- Implements effective solutions to address possible/any obstacles

1	2	3	4	5

Examples or reasons for giving this rating are:

4. Work Execution/Resourcefulness

- Positively assumes a high energy approach to work
- Capitalizes on training, county policies and procedures to lead the department
- Ability to effectively delegate duties
- Actively shows a commitment to work
- Frequently goes above and beyond expectations in completing work duties

1	2	3	4	5

Examples or reasons for giving this rating are:

5. Attendance/Dependability

- Uses county policies to plan and schedule leave requests
- Uses the proper call-in procedures
- Ensures that work responsibilities are properly managed and delegated during absences

1	2	3	4	5

Examples or reasons for giving this rating are:

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6. Adaptability/Decision Making

- Maintains professionalism in difficult situations
- Effectively multi-task multiple projects within a given timeframe
- Receives and utilize constructive criticism
- Demonstrates confidence to make quick effective decisions
- Anticipates change and manage evolving circumstances

1	2	3	4	5

Examples or reasons for giving this rating are:

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7. Planning/Organization

- Seeks ways to enhance work processes
- Properly manages budget and effectively forecast needs
- Ensures staff has resources to execute duties
- Prepares for internal/external forces that may affect operations
- Maintains and orderly, structured approach to work

1	2	3	4	5

Examples or reasons for giving this rating are:

8. Leadership/Image

- Proactively participate in team building
- Displays effective leadership and fellowship behavior
- Takes the initiative when needed to address unsatisfactory performance and unruly behavior
- Provides clear guidance and vision to subordinates
- Enhances subordinates' skills thru cross training and other strategies

1	2	3	4	5

Examples or reasons for giving this rating are:

9. Interpersonal Relations and Communication

- Ability to expediently organize and express thoughts verbally and in written format
- Communicates well under pressure
- Effectively negotiates to arrive at solutions
- Utilizes a positive communication approach

1	2	3	4	5

Examples or reasons for giving this rating are:

10. Rule Conformance Safety Loss Control

- Adheres, enforces, and knows all County policies and procedures
- Communicates policies and procedures to staff to ensure understanding
- Utilizes Peach County's equipment with care and protection
- Seeks assistance to address serious violations that could possible create liability and scrutiny
- Efficiently address violations of policies and procedures

1	2	3	4	5

Examples or reasons for giving this rating are:

PERFORMANCE RATING SUMMARY

KEY RESULT AREA	1	2	3	4	5	SCORE
JOB KNOWLEDGE						
QUALITY OF WORK						
QUANTITY OF WORK						
WORK EXECUTION/RESOURCEFULNESS						
ATTENDANCE/DEPENDABILITY						
ADAPTABILITY/DECISION MAKING						
PLANNING/ORGANIZING						
LEADERSHIP/IMAGE						
COMMUNICATION/INTERPERSONAL RELATIONS						
RULE CONFORMANCE/SAFETY LOSS CONTROL						
TOTAL SCORE						

RATING SCALE

- 5 = Outstanding Performance
- 4 = Exceeds Acceptable Performance
- 3 = Meets Acceptable Performance
- 2 = Below Acceptable Performance
- 1 = Unsatisfactory Performance

Employee's Signature _____

Date: _____

Department Director's Signature _____

Date: _____

PERFORMANCE IMPROVEMENT GOALS AND OBJECTIVES

List goals for the next performance period. Following the specified period, the supervisor should routinely review the employee's progress.

KEY RESULT AREA	GOALS	DATE
JOB KNOWLEDGE		
QUALITY OF WORK		
QUANTITY OF WORK		
WORK EXECUTION/RESOURCEFULNESS		
ATTENDANCE/DEPENDABILITY		
ADAPTABILITY/DECISION MAKING		
PLANNING/ORGANIZING		
LEADERSHIP/IMAGE		
COMMUNICATION/INTERPERSONAL RELATIONS		
RULE CONFORMANCE/SAFETY LOSS CONTROL		

Employee's Signature _____

Date: _____

Department Director's Signature _____

Date: _____

EMPLOYEE SELF EVALUATION

As a valued employee, this self-evaluation is an important component of Peach County's performance evaluation process and provides you the opportunity to rate your performance.

For each key result area rate choose the number that best describes your performance.

KEY RESULT AREA	1	2	3	4	5	SCORE
JOB KNOWLEDGE						
QUALITY OF WORK						
QUANTITY OF WORK						
WORK EXECUTION/RESOURCEFULNESS						
ATTENDANCE/DEPENDABILITY						
ADAPTABILITY/DECISION MAKING						
PLANING/ORGANIZING						
LEADERSHIP/IMAGE						
COMMUNICATION/INTERPERSONL RELATIONS						
RULE CONFORMANCE/SAFETY LOSS CONTROL						
TOTAL SCORE						

Rating Scale

- 5 = Outstanding Performance
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Employee's Signature: _____

Date: _____

PERFORMANCE EVALUATION REJECTION FORM

Please state the reason(s) for rejecting the employee evaluation. The form will be reviewed by the Department Director for review and consideration.

REASON(S) FOR REJECTION

Employee's Signature: _____

Date: _____