



**PEACH COUNTY BOARD OF COMMISSIONERS
NON-SUPERVISORY
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 is 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.

Peach County's Merit Scale is shown on the next page.

Performance Score		Merit Incentive
0-35	Needs Improvement	\$0.00
36-39	Average	\$250.00
40-49	Above Average	\$500.00
50	Outstanding	\$1000.00

1. Job knowledge

- Understands job procedures and equipment essential to job
- Stay up to date on methods, skills, and techniques

1	2	3	4	5

Examples or reasons for giving this rating are:

2. Quality of Work

- Correct errors with minimum or no supervision
- Organizes work to make duties easier
- Maintains awareness of changes in technical areas and responds to those changes
- Work is completed accurately

- Achieves results consistent with job expectations and performance standards

1	2	3	4	5

Examples or reasons for giving this rating are:

3. Quantity of Work

- Provides acceptable amount of work
- Work is efficient, prompt and meet deadlines
- Job requirements are consistently met
- Time management is effective
- Maintains output level consistent with job expectation and performance standards

1	2	3	4	5

Examples or reasons for giving this rating are:

4. Task and Project Management

- Develops and meets priorities, schedules, and deadlines
- Communicates needs for resources to supervisor
- Maintains an effective and neat workspace
- Displays an energetic, positive approach to work
- Executes effective methods and procedures for work assignments

1	2	3	4	5

Examples or reasons for giving this rating are:

5. Attendance/Dependability

- Arrives on time as scheduled
- Keeps supervisor informed regarding work issues and ask for help when needed
- Displays extra effort when needed
- Completes work thoroughly, eliminating the need for close review
- Follows policy concerning leave requests and unplanned absences

1	2	3	4	5

Examples or reasons for giving this rating are:

6. Adaptability/stress tolerance

- Displays willingness to learn and assume more responsibility
- Accepts and utilize constructive criticism
- Ability to multi-task with ease
- Exhibits a professional, positive behavior
- Demonstrates flexibility to adapt to unanticipated changes

1	2	3	4	5

Examples or reasons for giving this rating are:

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7. Initiative/Resourcefulness

- Plans and performs work without being told
- Requests additional tasks; offers assistance to co-workers
- Contributes ideas to work related issues
- Establishes new and creative ways of accomplishing duties
- Willingness to cross train

1	2	3	4	5

Examples or reasons for giving this rating are:

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8. Judgement/Decision Making

- Seeks assistance from supervisor as needed
- Exhibits ability to resolve issues
- Assess problems and pursue effective solutions
- Takes responsibility and makes decisions based on policies and procedures

1	2	3	4	5

Examples or reasons for giving this rating are:

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9. Internal/External Customer Service Communication

- Uses diplomacy to diffuse difficult situations
- Works and communicates effectively with coworkers and supervisors
- Maintains a positive relationship within the working environment
- Contributes to improve the level of team morale

1	2	3	4	5

Examples or reasons for giving this rating are:

10. Rule Conformance Policies and Procedures

- Adheres to County policies and procedures
- Communicates with supervisor in regards to possible policy violations
- Ask questions to ensure compliance and understanding

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						
TASK/PROJECT MANAGEMENT						
ATTENDANCE/DEPENDABILITY						
ADAPTABILITY/STRESS						
INITIATIVE/RESOURCEFULNESS						
JUDGEMENT/DECISION MAKING						
INTERNAL/EXTERNAL CUSTOMER SERVICE						
RULE CONFORMANCE POLICIES/PROCEDURES						
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		
TASK/PROJECT MANAGEMENT		
ATTENDANCE/DEPENDABILITY		
ADAPTABILITY/STRESS TOLERANCE		
INITIATIVE/RESOURCEFULNESS		
JUDGEMENT/DECISION MAKING		
INTERNAL/EXTERNAL CUSTOMER SERVICE		
RULE CONFORMANCE POLICIES/PROCEDURES		

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						
TASK/PROJECT MANAGEMENT						
ATTENDANCE/DEPENDABILITY						
ADAPTABILITY/STRESS						
INITIATIVE/RESOURCEFULNESS						
JUDGEMENT/DECISION MAKING						
INTERNAL/EXTERNAL CUSTOMER SERVICE						
RULE CONFORMANCE POLICIES/PROCEDURES						
TOTAL SCORE						

Rating Scale

- 5 = Outstanding Performance
- 4 = Exceeds Acceptable 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 County Administrator for review and consideration.

REASON(S) FOR REJECTION

Employee's Signature: _____

Date: _____