

COASTAL GEORGIA REGIONAL DEVELOPMENT CENTER

EMPLOYEE PERFORMANCE APPRAISAL

Name _____ Employee ID # _____

Position/Title _____ **part. time** **full time**
(circle one)

Name of Appraising Supervisor _____

Position/Title _____

Department/Division: _____

Employee interview conducted on _____ Score: _____
(date)

I have reviewed and understand the duties, performance standards, and job factors on which I am being evaluated. My signature below acknowledges that I have read and discussed this document with my supervisor, although I may or may not agree with all of the comments contained therein.

(signature) **Date:** _____

Instructions on the Use of this Form:

Supervisors should prepare employees for periodic performance appraisal sessions by scheduling them 10 to 14 days in advance and by asking the subordinate to complete the separate self-assessment form prior to the session. The supervisor should complete a preliminary assessment of the employee using this form prior to the scheduled interview, but neither the supervisor nor the subordinate should see the other's assessment and comments prior to the assessment conference. The supervisor will consolidate and reconcile the results of the supervisor's and subordinate's assessments. The employee's self-assessment can be returned to the employee unless he/she elects for it to be included in their personnel records. All employees should be evaluated using this form. For each category of appraisal, check the appropriate line or box. Checks are converted to numeric scores at the end.

PERFORMANCE RATING & DEFINITIONS

It is the policy of the Coastal Georgia RDC that conducting a regular dialogue between supervisors and their subordinates serves to improve the efficiency of county government by clarifying performance expectations and focusing the efforts of the staff on those outcomes and services which advance the mission of the organization. Consequently, annual employee evaluations will be conducted. All employees will use the same form, except that employees who do not have supervisory responsibilities will not use page 5; employees who have supervisory responsibilities will use page 5. In using this instrument, the supervisor should consider the extent to which the employee meets the expected standards for the major job duties and factors listed. Performance ratings should not be made for job behaviors that were not observed during the appraisal period, or which were not identified as a performance appraisal factor prior to the review period. Reviewers should indicate the employee's level of performance by checking the appropriate box. Although some judgment is required in assessing overall performance, summary findings for each section should reflect the ratings assigned in sub-categories.

“Development Needed” – means performance is frequently below expected standards and needs improvement.

Characteristic performance in this category is of the type that clearly fails to meet expected standards.

“Meets expectations” – means performance which meets expected standards. Overall, work is acceptable and rarely needs improvement.

“Exceeds expectations” – means performance of an exceptional nature. Performance exceeds expectations when it consistently or frequently surpasses expected standards.

*If it is determined by the supervisor that performance improvement and/or development is needed in any category, specific development actions should be listed in the personal improvement plan page of this form. Progress toward these goals, objectives and plans will be evaluated in the next year's employee evaluation. Examples and illustrations of the supervisor's rating should be provided for all sections, but **MUST** be provided if a determination of “development needed” or “exceeds expectations” is made.*

Scoring: *Evaluators should make an overall determination of performance level for each of the nine (or seven) categories. However, when completing the scoring page, give values for each of the sub-categories based on the following: a determination of “Development Needed” will receive a score of one (1), “Meets Expectations” will receive a score of two (2), and “Exceeds Expectations” will receive a score of three (3). Enter the total of these four numbers from each category (six for categories 8 & 9) on the first blank for each category on the scoring page (p. 7).*

Job Factors

Evaluation Scoring & Rating

Exceeds Expectations	Meets Expectations	Development Needed
-------------------------	-----------------------	-----------------------

1. Job Knowledge and Abilities

- a. Maintains a working knowledge of, and complies with all, rules, regulations, policies and procedures (incl. safety).
- b. Identifies and reports violations of policies, procedures, and work rules.
- c. Demonstrates thorough knowledge and understanding of the practices, skills and principles of the job.
- d. Stays current on professional practices, techniques, laws and principles governing the job

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>	<input style="width: 50px; height: 25px;" type="text"/>

Summary for Section 1 (check one):

Explanation for answers in #1 _____

Job Factors

Evaluation Scoring & Rating

Exceeds Expectations Meets Expectations Development Needed

2. Performance and Outcomes

- a. The extent to which the department's or division's operations run smoothly & timely as a result of this person's work efforts
- b. The degree to which the stated outcomes, goals and objectives of the department or division are achieved as a result of this person's efforts
- c. Overall quality and quantity of work accomplished in the review period
- d. Extent to which this employee consistently does his/her share of the work

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Summary for Section 2 (check one):

--	--	--

Explanation for answers in #2 _____

3. Interpersonal Relations

- a. Positive relations and communications with the general public, media, external and/or internal agencies & offices
- b. Is tactful and listens; and has a strong commitment to quality customer service
- c. Works well with co-workers & with other personnel to achieve results
- d. Understands what is expected of him/her and can be relied upon to communicate w/ coworkers clearly

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Summary for Section 3 (check one):

--	--	--

Explanation for answers in #3 _____

4. Work Habits & Dependability

- a. Reports to work on time, & complies w/ established work schedules; this employee's pattern of leave usage meets/exceeds expectations
- b. Willingly accepts and performs new & additional responsibilities of a work-related nature. Goes beyond what is asked
- c. Is attentive to proper employee appearance, uniform rules, fitness requirements and exercises good care of equipment
- d. Works well under stress, usually exercises good judgment & is able to perform all parts of the job

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Summary for Section 4 (check one):

--	--	--

Explanation for answers in #4 _____

Job Factors

Evaluation Scoring & Rating

Exceeds Meets Development
Expectations Expectations Needed

5. Innovation, Independence & Initiative

- a. Comes up with new & different ways to do a job or solve a problem
- b. Looks for opportunities to make the work better w/o being told or asked
- c. Can work alone on projects/tasks w/o much help or oversight from others
- d. Takes the time to understand the citizen's point-of-view to achieve a greater level of customer service

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary for Section 5 (check one):

Explanation for answers in #5 _____

6. Reliability & Teamwork

- a. Works together w/ team members; treats team members w/ respect & is committed to team goals
- b. Completes work, keeps promises, and is responsible
- c. Displays a consistently positive work ethic and encourages others to do the same
- d. Employee's honesty and trustworthiness contribute to making the workplace better

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary for Section 6 (check one):

Explanation for answers in #6 _____

7. Progress toward realizing goals and objectives agreed to in the previous appraisal period.

_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary for Section 7 (check one):

Employee self-appraisal comments

Supervisor comments/explanations RE: misc. items/scoring

Job Factors

Evaluation Scoring & Rating

Exceeds Meets Development
Expectations Expectations Needed

8. Supervisory and Management Skills

- a. Effectively communicates what is expected from all employees
- b. Motivates subordinate employees, and empowers them to do their best
- c. Provides an environment for self-motivation
- d. Deals fairly and consistently with all employees; is widely respected
- e. External communication skills; i.e., with citizens, other departments and divisions, the city council, etc.
- f. Makes clear and unambiguous decisions and accepts responsibility for his/her decisions

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary for Section 8 (check one):

Explanation for answers in #8 _____

9. Planning and Organizing Skills

- a. Effectively plans and organizes work in an efficient manner
- b. Delegation and time management; uses county resources in the most efficient manner possible; delivers projects on time
- c. Generally maintains proper control over the departmental or division budget, and stays under budget
- d. Uses county staff/personnel in the most efficient/effective manner possible
- e. Connects the county's mission directly with the day-to-day work of the dept./division
- f. Recommends new policy to improve the dept./division where needed

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary for Section 9 (check one):

Explanation for answers in #9 _____

Other Comments RE: Supervisory, management, planning, coordinating and organizational skills, abilities and tasks:

