**County of Dukes County**

PERSONNEL BOARD

INTRODUCTION

The evaluation of an employee's daily work activities is an important means to ensure that high standards of performance are achieved by all employees. The performance evaluation system is designed to benefit both employee and employer and to facilitate an ongoing mutual problem solving effort. The County is committed to providing feedback to all employees on their level of performance and supervisors are expected to maintain regular communication with their employees. Performance evaluations are not a substitute for ongoing communication. Positive recognition of work well done and resolution of performance deficiencies are major components of a supervisor's responsibilities.

Evaluations should be conducted by an employee's immediate supervisor whenever possible. Department Heads should review all evaluations for employees in their departments and sign the evaluation form where noted. The employee's signature on the form does not necessarily indicate his/her agreement with the evaluation given, but that he/she has reviewed the form and been given an opportunity to discuss its content with the evaluator.

PURPOSE

This evaluation is an opportunity for individual employees to set annual goals and objectives, consistent with County goals and objectives, based on their job description, their supervisor's expectations, and the means to measure performance. The performance appraisal form provides the following:

• An opportunity for formal communication between employee and supervisor, but not a substitute for ongoing communication.

• A mechanism to provide direct, constructive feedback about the employee's performance, identifying strengths and areas needing improvement.

• A tool for promotion, advancement, and career development.

• A means to maintain and improve performance.

• A tool for self-evaluation applicable to supervisor as well as employee.

• A tool for early identification of problems and development of plans for their resolution.

• A tool to recognize a job well done.

REVIEW GUIDELINES

At least two weeks prior to this review, notify employee of the review, provide employee with the most current copy of their job description and provide employee with the Employee Input Form, to be returned one week prior to the review. Completed Employee Input Form and reviewed job description should be attached to this review.

**County of Dukes County**

PERSONNEL BOARD

**EMPLOYEE PERFORMANCE EVALUATION**

|  |  |
| --- | --- |
| Name: | Supervisor: |
| Position Title: | Date of Review: |
| Department: | Review Period: |

**PERPORMANCE REVIEW**

Rating Scale: Employees will be appraised against each of the criteria using the following scale.

**A written comment by the evaluator is required for all “E” or “D” ratings. Failure to do so will result in the evaluation form being returned to the evaluator.**

**E Exceeds Expectations**

Frequently exceeds established expectations or standards. Masters and carries out all job responsibility with minimum supervision. Performs at consistently high level.

**M Meets Expectations**

Performs reliably at the level expected. Generally meets and occasionally exceeds established standards or objectives. Possesses and utilizes the knowledge and skills needed to meet the responsibilities of the position. Solves problems and overcomes obstacles that might impede performance.

**D Does Not Meet Expectations**

Performance falls below what is expected. Does not fully meet established standards or objectives. Improvement in knowledge and skill is needed to meet job responsibilities.

1. **COMMUNICATION** refers not only to the verbal and written transmission of information but to the employee’s actions and attitude in communicating with others.
2. Openly, clearly and accurately shares work-related information with others E M D

on timely basis.

1. Listens effectively. Is open to thoughts, ideas and reactions from others. E M D
2. Handles conflict situations calmly and constructively by reducing tensions, E M D

getting at the real issues and where possible reconciling differences.

1. Keeps supervisor fully informed; presents information and ideas in an E M D

organized and thoughtful way.

1. Is sensitive to the need for confidentiality in certain matters. E M D

COMMENTS:

2. **QUANTITY OF WORK/PLANNING** refers primarily to the amount of work performed in relation to the time requirements of the job.

1. Manages his/her time well. Accomplished the amount of work required by M D

departmental standards within the required time limits.

1. Meets deadlines. M D
2. Is able to prioritize (does the most important tasks first). M D
3. Sets up efficient procedures for performing the work. M D

COMMENTS:

1. **QUALITY OF WORK** refers to how well the employee performs the work.
2. Is capable of handling all phases and details within job description. E M D
3. Work is thorough, accurate and complete. E M D
4. Work is neat and presentable. E M D
5. Work is performed consistently with skill or craftsmanship. E M D
6. Consistently maintains quality even under pressure. E M D

COMMENTS:

1. **WORK ATTITUDE** refers to how cooperative, respectful, and skilled the employee is in dealing with others.
2. Is receptive to directions; raises questions & concerns in a constructive manner. E M D
3. Is open to trying new approaches and procedures. E M D
4. Is sensitive to other people’s needs (citizens and co-workers). E M D
5. Is respectful and helpful in dealing with citizens, going out of his or her way E M D

when necessary to answer questions or solve problems.

1. Handles difficult situations with the public in a courteous, calm, and tactful way. E M D
2. Is careful with equipment and sensitive to costs. E M D

COMMENTS:

1. **INITIATIVE** refers to the employee’s capacity to be self-motivated and to initiate new ideas.
2. Demonstrates the ability to work alone without continuous supervision. E M D

Makes reasonable decisions when required.

1. Takes the initiative to ask, explore, or otherwise gain the knowledge and skills E M D

needed to perform his/her job.

1. Can improvise when faced with obstacles; finds ways to get around them. E M D
2. Demonstrates commitment to continuous improvement of services. Finds better E M D

ways to accomplish tasks.

1. When work is completed, takes it upon himself/herself to move to the next task. E M D
2. Assists co-workers in times of need. E M D

COMMENTS:

1. **DEPENDABILITY** refers to the employee’s capacity to be depended upon to perform the work.
2. Is regular in attendance (use of sick time and unscheduled time off). M D
3. Observes established hours of work (punctuality). M D
4. Consistently gives best effort from one job to another during both normal M D

work situations and emergencies.

1. Is honest and reliable in carrying out instructions. M D
2. Observes Personnel Policies and rules of the workplace M D

COMMENTS:

1. **LEADERSHIP/SUPERVISION (If applicable)** refers to the employee’s skill of directing the work of others.
2. Treats employees respectfully and equitably. E M D
3. Demonstrates on-the-job supervisory skills. Effectively communicates E M D

performance expectations to employees.

1. Follows personnel policies and labor agreements in handling personnel matters E M D
2. Delegates responsibility and authority to employees wisely. E M D
3. Effectively plans and organizes the work of employees, effectively uses resources E M D

in meeting priorities.

1. Serves as an example of a team player inside the department and among peers. E M D
2. Develops employees as individuals and as team members. Promotes and E M D

schedules opportunities for employee development and training.

1. Demonstrates positive work ethic and maintains high standards for self and others. E M D

Ensures that employees follow relevant federal, state, local and organizational

rules and regulations.

1. Produces and manages budgets effectively. E M D
2. Seeks opportunities for operational efficiency and effectiveness E M D
3. Is sensitive to the goals and objectives of peers, supervisors, and the County. E M D

COMMENTS:

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**PROFESSIONAL DEVELOPMENT**

**Goals from Prior Review Period:**

Every employee is expected to work constructively on individual goals and performance objectives that are developed both to improve the effectiveness of the organization and to promote the employee’s continued growth and learning. Evaluation of the employee’s progress towards these goals will use agreed-upon measures of progress and standards of performance in determining whether the intended results are being (or have been) achieved.

**Please detail any stated goals from the previous year and explain whether or not these goals have been accomplished.** If no, then why not?

Goal#1:

Goal#2:

Goal#3:

**Goal Plan for Next Review Period:**

*After a thorough discussion with the employee, please indicate the professional development objectives he/she will pursue during the upcoming year; that is, the specific skills or areas of knowledge to be developed***.**

Each employee and his/her supervisor will collaborate to develop specific goals for which the employee will be accountable. Use the current job description and essential function of the position, goals of the County Manager & County Commissioners, and goals of the department to develop goals for the employee. These will be the key goals that the employee will be measured on during the next review period. These goals should be:

*Specific* – the employee clearly understands what is expected in terms of results.

*Measurable* – expressed in terms of quality, quantity, time, cost or some other tangible form of measurement.

*Achievable* – must be within the employee’s realm of authority and capabilities.

*Realistic* – must be achievable with a reasonable level of effort on the part of the employee.

*Tenure* – consider the length of time in the position and the knowledge accrued by the employee.

Goal#1:

Action Steps and Timeframe:

Goal#2:

Action Steps and Timeframe:

Goal#3:

Action Steps and Timeframe:

**OVERALL PERFORMANCE EVALUATION**

Consider all above. The evaluator should take into account results achieved during the rating period compared to the expectations of the supervisor as to whether the standards for the position are being met, or exceed, or to the degree the employee’s performance falls short of expectations.

**EVALUATOR’S COMMENTS:**

I (recommend) (do not recommend) continued service in County employment.

I (recommend) (do not recommend) a raise from Grade\_\_\_ Step \_\_\_ to Grade \_\_\_ Step \_\_\_ .

EVALUATOR’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYEE’S COMMENTS:**

Suggestions for Self-Improvement:

I have read this document and discussed the contents with my supervisor. By signing this document, I am acknowledging that this document will be included in my personnel file.

EMPLOYEE’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_

COUNTY MANAGER’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_

PERSONNEL BOARD APPROVAL **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** DATE **\_\_\_\_\_\_\_\_\_\_\_\_** (Signature of person chairing the meeting when approved)