

**PERFORMANCE EVALUATION AND COUNSELING FORM
SUPERVISORY PERSONNEL**

<hr/> <u>Employee Name</u>	<hr/> <u>Classification</u>	<hr/> <u>Supervisor/Reviewer</u>	
<hr/> <u>Evaluation Date</u>	<hr/> <u>Employment Date</u>		
<input type="checkbox"/> Probationary Employee <input type="checkbox"/> Six Month Review	<input type="checkbox"/> Probationary Employee <input type="checkbox"/> Twelve Month Review	<input type="checkbox"/> Regular Employee <input type="checkbox"/> Annual Review	<input type="checkbox"/> Other

INSTRUCTIONS

Using the characters outlined below, compare the performance of the employee being rated against the performance criteria listed for each factor. Select the alpha which best indicates your perception of that individual's performance on each of the criterion and enter it in the box provided. Then enter an alpha indicating a composite, or overall evaluation for the factor. Your complete evaluation should not necessarily reflect an average of the criteria rating since some criterion are more important than others. Examples of past performance must be cited.

EVALUATION SCALE

- (O) Outstanding: Exemplary performance far exceeding performance criteria.
- (E) Exceeds Expectation: Performance exceeds level supervisor normally expects.
- (M) Meets Expectation: Generally meets supervisor's expectation on performance criteria.
- (B) Below Expectation: Erratic performance on criteria, falling short of that normally expected.....requires remedial attention.
- (U) Unsatisfactory: Unacceptable performance which must receive immediate attention.
- (NA) Not Applicable: Evaluation of the factor/criterion is inappropriate for employee.

FACTOR A: COMMITMENT TO DEPARTMENTAL GOALS AND APPLICATION OF LEADERSHIP SKILLS.

Performance Criteria:

- Takes active role in goal setting, project planning, department internal affairs.
- Individual's goals, talents and efforts are directed toward the needs of the department and achievement of the work unit.
- Department needs, plans and goals are communicated to subordinates.
- Subordinates encouraged to participate in project planning/goal setting/scheduling.
- Establishes plans/projects. Work activities consistent with needs/goals/resources.
- Innovative ideas are advanced and encouraged from subordinates in solving problems and improving the effectiveness of the work group.

Composite Evaluation for Factor.

Cite examples of past performance to support your evaluation. _____

FACTOR B: ASSIGNMENT AND SUPERVISION OF SUBORDINATE PERSONNEL

Performance Criteria:

- Assignments are made in a fair and impartial manner considering the needs of the department and capabilities of employees.
- Subordinates understand instructions/assignments with few/minor misunderstandings.
- Problems or deviations arising in established plans, schedules and work activities are confronted promptly and corrected or discussed with appropriate supervisor.
- Desired results are accomplished through subordinate personnel.
- Supervisor is provided periodic feedback on subordinate's performance.

Composite Evaluation for Factor.

Cite examples of past performance to support your evaluation. _____

FACTOR C SELECTION, EVALUATION AND TRAINING OF SUBORDINATE PERSONNEL

Performance Criteria:

- Subordinates receive proper orientation/training/continuing comments of performance.
- Subordinates receive objective evaluation/counseling in line with established procedure with constructive suggestions on performance improvement.
- Subordinates receive equal opportunity to train for promotional positions with developmental needs identified and met.
- Unsatisfactory performance is called to attention of subordinate, documented and corrective action taken.

Composite Evaluation for Factor.

Cite examples of past performance to support your evaluation. _____

FACTOR D: REGULARITY OF ATTENDANCE AND PUNCTUALITY

Performance Criteria:

- Delays in starting work at specified time are rare.
- Does not abuse meal periods, coffee breaks, quitting time or special absences.
- Supervisor is given proper notice in advance of absences.
- Sick leave is not abused and is accumulated or use is verified as required.
- Requests for sick leave without pay are infrequent and based upon verified needs.

Composite Evaluation for Factor.

Cite examples of past performance to support your evaluation. _____

FACTOR E: COMMUNICATION/COORDINATION WITH PUBLIC, AGENCIES AND OTHER WORK GROUPS

Performance Criteria:

- Assigned personnel coordinate activities w/other work units and agencies as needed.
- Work conducted in manner which demonstrates efficiency/competence/courtesy.
- Few and only minor problems occur due to poor communications or coordination.
- Problems which occur in working relationships are satisfactorily resolved.
- Corrective action is taken on substantiated complaints.

Composite Evaluation for Factor.

Cite examples of past performance to support your evaluation. _____

FACTOR F: APPLICATION AND ENFORCEMENT OF SAFETY PROCEDURES AND REGULATIONS

Performance Criteria:

- Safety regulations/procedures communicated and periodically review with subordinate personnel.
- Safety regulation violations are discussed, corrected and/or action taken.
- Safety hazards are identified and corrected or reported.
- Accident reporting procedures are observed and corrective measures taken or recommend to prevent reoccurrence.

Composite Evaluation for Factor.

Cite examples of past performance to support your evaluation. _____

FACTOR G: ADMINISTRATION OF ADMINISTRATIVE POLICY DIRECTIVES, PERSONNEL POLICIES AND WORK RULES

Performance Criteria:

- _____ Policies/rules are understood, communicated, administered consistently and fairly.
- _____ Grievances/potential grievance situations receive early attention and are thoroughly documented.
- _____ Policy and rule violations are discussed, documented and appropriate action taken.
- _____ Actions which may have ramifications in other work units are reviewed with superiors, employees and Personnel Department.

Composite Evaluation for Factor.

Cite examples of past performance to support your evaluation. _____

FACTOR H: CARE AND MAINTENANCE OF FACILITIES, EQUIPMENT AND SUPPLIES

Performance Criteria:

- _____ Few and only minor losses due to faulty care and maintenance of facilities, equipment and supplies.
- _____ Prescribed maintenance is performed on schedule and records kept current.
- _____ Equipment wear and malfunctions are reported or corrective action is taken.
- _____ Loss or damage of equipment due to carelessness is rare.

Composite Evaluation for Factor.

Cite examples of past performance to support your evaluation. _____

FACTOR I: PREPARATION AND PRESENTATION OF ORAL AND WRITTEN REPORTS

Performance Criteria:

- _____ Written reports are clear, concise and rarely returned for correction.
- _____ Information on reports is complete and submitted in prescribed format.
- _____ Oral reports are communicated in a clear, concise and accurate manner.
- _____ Reports are furnished on a timely basis without prompting or undue delay.

Composite Evaluation for Factor.

Cite examples of past performance to support your evaluation. _____

FACTOR J: OVERALL APPRAISAL

- _____ *Outstanding:* Exemplary performance far exceeding performance criteria.
- _____ *Exceeds Expectation:* Performance exceeds level supervisor normally expects.
- _____ *Meets Expectation:* Generally meets supervisor expectation on performance criteria.
- _____ *Below Expectation:* Erratic performance on criteria, falling short of that normally expected.....requires remedial attention.
- _____ *Unsatisfactory:* Unacceptable performance which must receive immediate attention.

Remedial Activities: Actions which supervisor and employee have agreed upon to correct performance evaluation Below Expectation or Unsatisfactory.

Development Activities: Actions which supervisor and employee have agreed upon to further develop employee capabilities and to prepare for greater responsibility.

Strengths & Weaknesses: Comment briefly on employee's areas of greatest strength and value to the company and on the employee's shortcomings or weaknesses.

Comments of Employee:

Evaluator's Signature

Employee's Signature

Signature indicates only that evaluation has been reviewed with employee.

Dated: _____

Dated: _____