



Greene County Employee Performance Appraisal Review

Name: _____ Date of Employment: _____ Date: _____

Department: _____ Anniv. Date: _____ Date of Last Appraisal: _____

Present Assignment: _____ Time in Present Assignment: _____

Present Salary and Step: _____ Proposed Salary and Step: _____

Education or Training Since Last Appraisal: _____

Reason for Appraisal: _____ Last Evaluation Score: _____

Merit Increase (*warranted with score of 60 and above*): _____

Listed below are traits, abilities and characteristics descriptive of job performance. Place an "✓" next to the descriptive phrase which most nearly describes the employee being rated.

Evaluation Points **1. KNOWLEDGE OF WORK.** Does employee follow procedures, techniques, instructions, etc. needed do the present job? Does employee know how to locate information or instruction?

- 10..... Exceptional
- 8..... Well-versed on unusual and complex aspects of job.
- 6..... Performs well above accepted standards; uses initiative.
- 4..... Reasonably good knowledge. Not an expert but generally knows what to do and how to do it.
- 2..... Satisfactory; improvement or training needed.
- 0..... Lacks knowledge and understanding. Requires frequent help on routine problems. Must improve.

Comments: _____

2. PERFORMANCE LEVEL. Is work accurate and thorough?

- 10..... Exceptional
- 8..... Work always thorough and accurate.
- 6..... Performs above average. Never repeats mistakes.
- 4..... Work usually acceptable; seldom needs major redoing. Seldom repeats mistakes.
- 2..... Satisfactory but improvement desired.
- 0..... Work frequently incomplete or unsatisfactory or needs to be done over. Often repeats mistakes.

Comments: _____

3. QUANTITY OF WORK. Does employee do an acceptable amount of work in one day?

- 10..... Exceptional
- 8..... Does work in excess of assigned. Helps others.
- 6..... Industrious; does more than required.
- 4..... Volume of work is acceptable.
- 2..... Does just enough to get by.
- 0..... Does not meet minimum requirements or do assigned share.

Comments: _____

4. PHYSICAL FITNESS. Does employee have the stamina to work consistently with only moderate fatigue? Is employee physically alert and energetic?

- 10..... Excellent
- 8..... Good health; never tires. Able to perform under various conditions.
- 6..... Energetic; seldom tires.
- 4..... Meets physical and job requirements to do the job satisfactorily.
- 2..... Frequently tires and slows down. Improvement desired.
- 0..... Tires easily and requires frequent rest.

Comments: _____

5. DEPENDABILITY. Can employee carry out an assignment and take care of duties without supervision?

- 10..... Exceptional
- 8..... Completely trustworthy; carries out responsibilities.
- 6..... Requires minimum supervision. Is reliable.
- 4..... Usually takes care of assigned tasks but needs supervision.
- 2..... Needs prompting to get work done. Improvement desired.
- 0..... Forgetful and unreliable. Cannot be counted on to carry out assigned tasks. Poor attendance and/or tardiness.

Comments: _____

6. COOPERATION. Does employee get along well with others? Is employee sensitive to other's views and feelings?

- 10..... Exceptional
- 8..... Real team worker. Goes out of way to be constructive and helpful. Genuinely considerate of supervisors and co-workers.
- 6..... Gets along well. Works harmoniously with co-workers.
- 4..... Generally cooperative. Rarely annoys others or causes friction.
- 2..... Has difficulty with some co-workers. Insensitive to feelings of others.
- 0..... Troublemaker; discourteous. Unwilling to share workload.

Comments: _____

7. ATTITUDE: Amount of interest and enthusiasm in work and related activities. Has made effort at self-improvement or advancement?

- 10..... Exceptional
- 8..... Sustains motivation to do best possible job. Eager to do more than assigned share, to learn and improve.
- 6..... Has considerable interest in work. Seeks information to learn more.
- 4..... Reasonably conscientious; enthusiastic.
- 2..... Needs to be pushed and prodded. Does job assignments routinely with supervision..
- 0..... No lasting interest. Satisfied with "get by." Objects to or resists doing work not specifically defined.

Comments: _____

8. WORK HABITS: Is employee's work orderly? Is employee prompt? Does employee put tools away? Is employee organized? Is equipment properly used and maintained?

- 10..... Exceptional
- 8..... Sustains motivation to do best possible job. Eager to do more than assigned share, to learn and improve.
- 6..... Has considerable interest in work. Seeks information to learn more.
- 4..... Reasonably conscientious; enthusiastic.
- 2..... Needs to be pushed and prodded. Does job assignments routinely with supervision..
- 0..... No lasting interest. Satisfied with "get by." Objects to or resists doing work not specifically defined.

Comments: _____

9. JUDGEMENT: Does employee have ability to make good decisions, use of work leaves, safety precautions? Does employee plan ahead well?

- 10..... Exceptional
- 8..... Evidences excellent and responsible judgment and initiative in dealing with problems and emergencies; very safety-conscious.
- 6..... Usually demonstrates sound judgment and responsibility; can make independent decisions; observes all safety policies.
- 4..... Generally makes sound decisions and uses common sense in situations of moderate difficulty; observes basic safety regulations.
- 2..... Has limited ability to make sound, independent decisions and does so with guidance and counseling; needs reminding on safety regulations.
- 0..... Often makes rash judgments, acting hastily, ignores safety policies and reminders.

Comments: _____

10. PERSONALITY: Is employee courteous? Does employee make a good appearance? Are behavior characteristics acceptable?

- 10..... Exceptional
- 8..... Open, friendly personality; sensitive, considerate of co-workers and/or public.
- 6..... Polite and courteous. Gets along well with others.
- 4..... Adequate. Meets minimum standards of acceptability.
- 2..... Indifferent. Does not actively seek company of other people.
- 0..... Rude, slovenly. Creates tension for co-workers and/or has difficulty in dealing with the public.

Comments: _____

11. ATTENDANCE: Is employee regularly on the job and prompt?

- 10..... Excellent
- 8..... Always regular and prompt.
- 6..... Very prompt and regular in attendance.
- 4..... Usually present and on time.
- 2..... Lax in attendance and/or reporting for work on time.
- 0..... Often absent without good excuse and/or frequently reports for work late.

Comments: _____

EMPLOYEE EVALUATION SCORE: _____

EMPLOYEE DEVELOPMENT*

Future Goals:

How well were past goals accomplished?:

What formal training or other activity do you recommend?

Employee comments:

***NOTE:** The purpose of the Employee Development Section is to assist and benefit employees in their job performance and/or career development. It shall be the responsibility of the supervisor to offer such assistance to each employee, although acceptance on the part of the employee is to be voluntary. No employee is obligated to accept supervisory assistance in the Employee Development area of the evaluation.

_____ I have read the above and agree with it.

_____ I have read the above and disagree with it.

Comments: _____

Signature: _____ Date: _____

SUPERVISOR/RATER:

Signature: _____ Date: _____

Title: _____

REVIEW: The above review has been reviewed at the time of merit increase due date.

SUPERVISOR/RATER:

COMMENTS: _____

Signature: _____ Date: _____

MANAGER:

COMMENTS: _____

Signature: _____ Date: _____