Gloucester County

EMPLOYEE PERFORMANCE EVALUATION

Please note that an Employee Job Description should be completed prior to evaluating performance.

SECTION I: *EMPLOYEE IDENTIFICATION*

IDENTIFICATION	**REVIEW DATE**
Name:	Report Period: From / / To / /
Department:	Reason for Evaluation (**Check one**):
County Job:	☐ Working Test Period-Initial ☐ Working Test Period-Final
	☐ Work Improvement Plan ☐ Annual Review

SECTION II: *BEHAVIORAL ANCHORS*

INSTRUCTIONS

1. Weight: before evaluating the employee, review each Behavioral Anchor and assign a weight value to the anchor, as it relates to the job itself. Use a weight value range of 0-3 with 0 being not applicable and 3 being a high priority.
2. Evaluate: think about the performance of the employee as it relates to *each* behavioral anchors. Familiarize yourself with the definitions of the behavioral anchors (below) before completing this section of the evaluation form.
3. Rate: for each behavioral anchor, check the corresponding rating that is most TYPICAL of the employee's performance over the review period. Please do not check more than one rating for each behavior.
4. Keep in mind:
   a. Before deciding on which rating to give, try to think of **SPECIFIC** instances that the individual has demonstrated the behavior on the job.
   b. Your rating should reflect the behavior that is **TYPICALLY** displayed i.e. the 'rule' rather than the 'exception to the rule'.

Weight (0-3): **Completes Assignments**: Final products are accomplished with accuracy and efficiency and completed in a timely manner.	
☐	**Demonstrates outstanding ability to complete assignments**
☐	**Demonstrates ability to complete assignments**
☐	**Needs improvement to meet satisfactory requirements of the behaviors described**
☐	**Currently not adequately demonstrating the behaviors described**
Comments:	

Weight (0-3): **Demonstrates Initiative**: Takes independent action and/or creates opportunities to accomplish a task; overcomes obstacles to address present problems with minimal direction; and contributes to productivity of the unit.	
☐	**Shows outstanding ability to take initiative**
☐	**Demonstrates Initiative**
☐	**Needs improvement to meet satisfactory requirements of the behaviors described**
☐	**Currently not adequately demonstrating the behaviors described**
Comments:	

Weight (0-3):	
Respects Differences: Seeks and values input from others with objectivity; and avoids stereotyping based on race, gender, disability, age, ethnicity or culture.	
☐	**Demonstrates outstanding respect for differences**
☐	**Demonstrates a respect for differences**
☐	**Needs improvement to meet satisfactory requirements of the behaviors described**
☐	**Currently not adequately demonstrating the behaviors described**
Comments:	

Weight (0-3):	
Accepts Responsibility: Takes responsibility for decisions made within job parameters; and holds self accountable for work or actions.	
☐	**Demonstrates outstanding acceptance of responsibility**
☐	**Demonstrates an acceptance of responsibility**
☐	**Needs improvement to meet satisfactory requirements of the behaviors described**
☐	**Currently not adequately demonstrating the behaviors described**
Comments:	

Weight (0-3):	
Demonstrates Service Motivation: Shows a commitment to serve the public; works to improve services to meet the needs of consumers, fellow employees, and the County.	
☐	**Demonstrates outstanding service motivation**
☐	**Demonstrates service motivation**
☐	**Needs improvement to meet satisfactory requirements of the behaviors described**
☐	**Currently not adequately demonstrating the behaviors described**
Comments:	

Weight (0-3):	
Demonstrates Adaptability: Ability and willingness to change work or perceptions based on new information or contrary evidence; and works effectively in light of new information, changing situations and/or different environments.	
☐	**Demonstrates outstanding adaptability**
☐	**Demonstrates adaptability**
☐	**Needs improvement to meet satisfactory requirements of the behaviors described**
☐	**Currently not adequately demonstrating the behaviors described**
Comments:	

Weight (0-3):	
Shows competence in Communicating: Demonstrates effective verbal and non-verbal delivery skills with employees, peers, supervisors and the public; shares useful information, concepts, and ideas openly; and handles sensitive issues with tact and diplomacy.	
☐	**Demonstrates outstanding competence in communication**
☐	**Shows competence in communicating**
☐	**Needs improvement to meet satisfactory requirements of the behaviors described**
☐	**Currently not adequately demonstrating the behaviors described**
Comments:	

Weight (0-3):	
Safety: Demonstrates knowledge of and adherence to safety policies and procedures, is attentive to the safety needs of self and the work unit, and exhibits necessary caution with equipment, materials, and work place.	
☐	**Demonstrates excellent safety practices**
☐	**Shows adherence to safety practices**
☐	**Needs improvement to meet satisfactory requirements of the behaviors described**
☐	**Currently not adequately demonstrating the behaviors described**
Comments:	

Weight (0-3):	
Time and Attendance: Adheres to work schedule and follows time record keeping procedures including call out procedures, when applicable.	
☐	**Demonstrates excellent time and attendance**
☐	**Shows adherence to schedule**
☐	**Needs improvement to meet satisfactory requirements of the behaviors described**
☐	**Currently not adequately demonstrating the behaviors described**
Comments:	

SECTION III: STRENGTHS AND AREAS FOR DEVELOPMENT

In the summary space below, please discuss the employee's overall strengths and areas for development as identified in the behavior anchors, i.e. what areas does the employee do well and what areas need development.

SUMMARY OF STRENGTHS AND AREAS FOR DEVELOPMENT (Use additional paper, if necessary):

SECTION IV: REVIEW OF CURRENT *GOALS*

INSTRUCTIONS: Section III goals should be pulled from the *previous* evaluation. If this is an **initial evaluation**, please skip this section and **go to Section V**.

1. First complete the descriptors for each goal (as written in the previous evaluation). For each goal, there are three ratings listed; Check the corresponding rating that best describes his or her performance **over the review period**. Please do not check more than one rating for each goal.

2. Goals **may** need to be revised during the performance period. Documented revisions should be noted in the space directly below the goal. The revisions must be initialed by the employee and supervisor. If a goal is revised, the rating given at the end of the performance period will reflect performance of the **revised** goal. (Use additional paper, if necessary)

Goal:	*Revisions to Goal:* Initials (necessary, if revisions have been made): _____ Employee _____ Supervisor
☐	Goal met with outstanding performance
☐	Met requirements of goal or is leading to attainment of goal
☐	Some progress toward meeting requirements of goal has been made
☐	Currently not adequately demonstrating the requirements of goal

Goal:	*Revisions to Goal:* Initials (necessary, if revisions have been made): _____ Employee _____ Supervisor
☐	Goal met with outstanding performance
☐	Met requirements of goal or is leading to attainment of goal
☐	Some progress toward meeting requirements of goal has been made
☐	Currently not adequately demonstrating the requirements of goal

Goal:	*Revisions to Goal:* Initials (necessary, if revisions have been made): _____ Employee _____ Supervisor
☐	Goal met with outstanding performance
☐	Met requirements of goal or is leading to attainment of goal
☐	Some progress toward meeting requirements of goal has been made
☐	Currently not adequately demonstrating the requirements of goal

SECTION V: NEXT PERIOD DEVELOPMENT PLAN

Through the *coordinated* effort of the evaluator and employee, devise a plan that focuses on strengthening the employee's areas for development during the next period. Include at least one goal in the development plan along with specific objectives on how the goal(s) will be achieved.

DEVELOPMENT PLAN (Use additional paper, if necessary):
Goal: *Objectives:*
Goal: *Objectives:*
Goal: *Objectives:*

SECTION VI: COMMENTS

This section is for any additional comments on any aspect of the performance evaluation.

EVALUATOR AND/OR DIRECTOR ADDITIONAL COMMENTS (Use additional paper, if necessary):

EMPLOYEE COMMENTS (Use additional paper, if necessary):

SECTION VII: SIGNATURES FROM EVALUATOR, DIRECTOR AND EMPLOYEE

***REMINDER TO EVALUATORS AND DIRECTORS*:** Please sign below **BEFORE** presenting the evaluation to the employee. Please do not ask the employee to sign without both signature lines completed below.

SUPERVISOR: *I certify this report represents my best judgment and has been discussed with the employee.*
Please print name here:

Signature _____ *Title* _____ *Date* _____

DIRECTOR: *I certify that I agree with this report and have listed any exceptions or comments above.*

Signature _____ *Title* _____ *Date* _____

EMPLOYEE: *I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate my agreement.*

Signature _____ *Title* _____ *Date* _____