



EMPLOYEE PERFORMANCE EVALUATIONS

EMPLOYEE NAME _____

EVALUATOR _____

DATE: _____

Question	Needs Improvement	Average		Above Average
Communicates effectively with the Supervisor	1	2	3	4
Communicates effectively with co-workers	1	2	3	4
Takes appropriate initiative to accomplish tasks	1	2	3	4
Produces expected levels of quality work	1	2	3	4
Meets work schedules & specified deadlines	1	2	3	4
Adheres to county policies and procedures	1	2	3	4
Adheres to county safety policies & procedures	1	2	3	4
Adheres to work schedule & follows time recording procedures	1	2	3	4
Effectively uses resources	1	2	3	4

PREVIOUS YEAR SCORE : _____

CURRENT SCORE: _____

* **TOTAL SCORE OF 26 OR BELOW – NEEDS IMPROVEMENT**



EMPLOYEE PERFORMANCE EVALUATIONS

Evaluator Comments:

Employee Comments:

Supervisor Signature: _____

Employee Signature: _____

Department Head Signature: _____