



## EMPLOYEE PERFORMANCE EVALUATIONS

EMPLOYEE NAME \_\_\_\_\_

EVALUATOR \_\_\_\_\_

DATE: \_\_\_\_\_

Question	Needs Improvement		Average		Above Average
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Communicates effectively with the Supervisor	1	2	3	4	5
Communicates effectively with co-workers	1	2	3	4	5
Takes appropriate initiative to accomplish tasks	1	2	3	4	5
Produces expected levels of quality work	1	2	3	4	5
Meets work schedules & specified deadlines	1	2	3	4	5
Adheres to county policies and procedures	1	2	3	4	5
Adheres to county safety policies & procedures	1	2	3	4	5
Adheres to work schedule & follows time recording procedures	1	2	3	4	5
Effectively uses resources	1	2	3	4	5

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: \_\_\_\_\_