

LIVINGSTON COUNTY
PERFORMANCE / MERIT EVALUATION FORM
(Required for Sr. Management – all steps and non-senior management steps 8 & 9)
(or can be used for any performance evaluation)

Supervisor's Evaluation

Self-Evaluation

Employee Name: _____ Department: _____

Position: _____ Evaluator: _____

Evaluation Period: From: _____ To: _____

[Employees being evaluated are encouraged to submit a self-evaluation, using this form, prior to the Supervisor's review]

Performance Factor	Outstanding	Exceeds Expectation	Successful	Needs Improvement
Job Knowledge				
Initiative				
Judgment & Analytical Ability				
Productivity				
Team Work and Flexibility				
Communication				
Efficiency				
Customer Service				
Attendance & Punctuality				

Overall Assessment (Check ONE statement that best describes Employee's overall performance)

Consistently performs above the requirements/expectations for the position: unequaled by most individuals in this position. *(examples must accompany a rating in this category)*

Generally exceeds the requirements/expectations for the position (Examples must accompany a rating in this category)

Fully meets all requirements / expectations: characteristic of the performance expected for the position.

Requires more supervision than should be necessary **and/or** does not meet requirements in one or more performance areas **and/or** performance is inconsistent. *(Examples should accompany a rating in this category)*

Fails to meet requirements/expectations for the position: requires substantial and immediate improvement. *(Examples must accompany a rating in this category)*

Evaluator Comments (Use this section to provide supporting information for overall assessment)

Goals/Objectives For upcoming Year (establish specific performance goals / objectives for upcoming year. When possible, give measurable recommendations as to how the objectives might be met.)

Employee Comments (You are encouraged, but not required, to comment on this performance review in the space below or on a separate page).

Signature does not necessarily signify agreement with review, but acknowledges receipt of review.

Evaluator Signature _____ Date _____

Employee Signature _____ Date _____

Review by Human Resources:

Signature: _____

Date: _____

Guidelines for Performance Evaluation

- 1. Job Knowledge** Consider degree to which employee's job performance demonstrates knowledge of fundamentals, methods and procedures required on the job. (*Sr. Management: knowledge of department operations, industry, etc., knowledge obtained through continuous readings, journals, webinars, etc.*)
- 2. Initiative** Does employee initiate work activities, seek responsibility, and make efforts to improve knowledge and skills? Does employee think along original lines, find new effective ways of doing jobs, and make suggestions for improvements. (*Sr. Mgmt: also seeks partnership with other departments and organizations*).
- 3. Judgment and Analytical Ability** To what extent does the employee seek clarification when unsure? Know when to consult and when to act independently? Keep supervisor informed of status and potential problems. Correctly determine work priorities and treat confidential information appropriately. (*Sr. Mgmt: provides sound recommendations for resolution of problems*).
- 4. Productivity** Consider volume of work consistently done in relation to the volume considered to be a standard requirement of the job. Consider frequency of need to overtime, and use of time during a normal workday. Consider accuracy, attention to detail, thoroughness and neatness. (*Sr. Mgmt: also strives to develop employees to their highest capabilities*).
- 5. Teamwork and Flexibility** To what extent does the employee help others, share knowledge or expertise with others? Respond and adapt positively to new ideas, requests and/or changing situations. Provide meaningful feedback and respond well to constructive criticism? (*Sr. Mgmt: Coordinate the dept. and its members to form a cohesive and effective team that focuses on the accomplishments of the organization as a whole*).
- 6. Communication** Consider whether employee demonstrates effective oral skills; presents information and expresses ideas in clear, concise, well-organized and grammatical prose when drafting letters, memoranda and other forms of written communication; listens attentively and provides appropriate feedback to ensure understanding. (*Sr. Mgmt: openly and honestly conducts oneself according to the highest ethical standard*).
- 7. Efficiency** Consider whether the employee strives for simpler, faster or less costly ways to produce results. Does the employee identify and correct wasteful practices and make correct decisions about the kinds and amounts of expenditures on behalf of clients? (*Sr. Mgmt: Embraces change and strives to continuously improve department efficiencies*).
- 8. Customer Service** Consider whether the employee provides cooperative, responsive and courteous service to members of the public and co-workers. Does the employee exhibit a professional and courteous demeanor and respond positively/quickly to special requirements or circumstances. (*Sr. Mgmt: provides outstanding direction to the organization by setting an example of the conduct and work ethic expected of all employees*).
- 9. Attendance/Punctuality** Consider number of absences from work; whether employee keeps unplanned absences to a minimum. Does the employee report to work on time and follow lunch and break rules? (*Sr. Mgmt: goes above and beyond what may be expected and provides example to their team*)