

County of Tuolumne
Job Performance Evaluation

Employee: _____ Dept./Div.: _____

Class Title: _____ SS#: _____

Evaluation Type: (Check One)

- Regular Annual 3-Month Progress 6-Month Progress Special or Final

SECTION A: ALL EMPLOYEES Darken the one box in each category that best indicates the behavior of the employee being evaluated. If narrative comments are also to be made, darken the "See Comments" box for that category & list comments in the space provided at the end of this section. A box must be darkened for each category regardless of whether the "See Comments" box is marked. Negative behavior choices should include comments or be addressed in a narrative.

1. SELF-CONFIDENCE:

- Demonstrates overconfidence or lack of self-confidence, which hinders performance
- Level of self-confidence varies, has some negative effects on overall performance
- Self-confidence is adequate for most work situations
- Shows high degree of self-confidence resulting in good decisions
- See comments

2. JOB KNOWLEDGE:

- Has minimum knowledge needed to perform tasks
- Adequate knowledge, always working to improve
- Effectively uses broad & complete job experience/skills
- Knowledge inadequate to perform most assigned duties
- See comments

3. ESTABLISHING PRIORITIES/MEETING DEADLINES:

- Tries, but often fails to meet time requirements
- Delays or finds difficulty in finishing regular duties
- Usually meets schedule requirements for work
- Consistently takes prompt action to meet schedules
- See comments

4. ACCURACY & COMPLETENESS OF WORK:

- Work tends to be incomplete & below standard
- Occasionally overlooks serious errors, completeness of work varies
- Occasional error noted, work usually complete
- Errors rarely found, outstanding detailed work
- See comments

5. WORK HABITS:

- Works only hard enough to "get by"
- Completes work but then waits for the next assignment to be given
- Completes work & keeps busy between assignments
- Completes work, seeks new assignments, "self starter"
- See comments

6. VOLUME OF WORK:

- Continually produces well above average
- Does minimum required
- Does required in a timely manner
- Inadequate work production
- See comments

7. INITIATIVE IN WORK IMPROVEMENT:

- Efforts to improve show positive results
- Actively seeks to improve with some results
- Little interest in improvement
- Shows no effort to improve
- See comments

8. PREPARATION OF WRITTEN MATERIALS:

- Meets minimum department standards
- Usually complete, concise & accurate
- Excellent quality - complete, concise, accurate
- Often have to be corrected because of poor quality or missing information
- See comments

9. ACCEPTANCE OF RESPONSIBILITY:

- Unable or unwilling to handle routine responsibilities
- Limits work to orders & directions
- Willing to accept extra responsibility when requested
- Accepts personal share of responsibility for department effectiveness, often without request
- See comments

10. SUPERVISION REQUIRED:

- Direct supervision required for all but routine activities
- Occasionally requires supervision to ensure that work gets done
- Requires direction only when working on new tasks
- Dependable to act on own, with initiative & effectiveness
- See comments



11. JOB ATTITUDE:

- Disagreeable, disgruntled, poor attitude
- Can be personable & display a good attitude if he/she wants to
- Good attitude, generally enthusiastic
- Excellent attitude that inspires/"lifts" others
 - See comments

12. ACCEPTANCE OF SUPERVISION:

- Follows directions to full intent without delay
- Objects to or resents compliance with directions - personality conflicts exist
- Reluctantly complies with directions - tends to disregard supervision
- Adequate response to directions
 - See comments

13. VERSATILITY IN VARIETY OF SITUATIONS:

- Can handle almost any situation effectively
- Has limited versatility/"fears" the unusual situation
- Can handle most situations, becoming more versatile
- Displays a lack of versatility & low improvement potential
 - See comments

14. UNDERSTANDING INSTRUCTIONS:

- Rarely misunderstands instructions or directions
- Grasps complex orders quickly & accurately
- Often misunderstands, but regularly seeks clarification
- Requires special interpretations or acts without clarifying
 - See comments

15. PROBLEM ANALYSIS & DECISION MAKING:

- Makes sound decisions considering all significant factors
- Makes unsound or questionable decisions
- Decisions limited to past experiences with routine and recurring problems
- Makes few decision errors in evaluating routine problems, more when problems are complex
 - See comments

16. OPERATION & MAINTENANCE OF EQUIPMENT:

- Maximum & proper maintenance of equipment
- Disregard for care & operation of assigned equipment
- Lacks good judgement in equipment operation & care
- Adequate maintenance & operation ability
 - See comments

17. SAFETY:

- Takes extra precautions to assure safety for others
- Has little concern for own safety or that of others
- Occasionally forgets standard safety procedures
- Follows proper safety procedures most of the time
 - See comments

18. INTERACTION WITH CO-WORKERS:

- Cooperates & assists co-workers willingly/supportive
- Assists only if own work process will be improved as a result, in a way that belittles those seeking assistance
- Alert to offer assistance where it may assure a higher level of efficiency/builds cohesion among co-workers
- Does not cooperate with co-workers/creates conflict
 - See comments

19. PUBLIC & OTHER CUSTOMER ASSISTANCE:

- Reluctant to deal with public and/or other customers, usually responds "you can't do that"
- Deals properly with the public and/or other customers, explains why "you can't do that"
- Friendly manner/searches for ways to say "you can do that, let me explain how"
- Shows little respect for public and/or other customers, avoids contact & usually responds "you can't do that"
 - See comments

20. ATTENDANCE:

- Has an unacceptable attendance record with questionable excuses/never available
- Attendance is more than adequate/availability not an issue
- Attendance is below expectation & shows questionable patterns/availability is an issue
- Outstanding work attendance/always available
 - See comments

21. APPEARANCE:

- Displays poor judgement in attire & has poor grooming habits
- Usually well-dressed for position & well groomed
- Minimum level of acceptable appearance
- Neat & properly groomed, always properly attired/"presentable", "business-like"
 - See comments

COMMENTS: attach additional page if more space is needed

Individual Job-related Goals For Next Review Period: (Developed by the person being evaluated) (Must provide minimum of two).

- 1. _____ 3. _____
- 2. _____ 4. _____

Individual Goals Achieved From Last Period: _____ out of _____

Supervisor Assigned Goals For Next Review Period: (Developed for the person being evaluated) (Must provide minimum of two).

- 1. _____ 3. _____
- 2. _____ 4. _____

Assigned Goals Achieved from Last Period: _____ out of _____

To be completed by the individual being evaluated:

- I have discussed this report with my supervisor.
- I plan to submit a written exception to this evaluation, through my department head and for inclusion in my permanent personnel file, per County and/or departmental policy.
- I have received a copy of this evaluation.

Employee Signature: _____ Date: _____

Probationary Status (Completed by Supervisor/Evaluator):

- Not Applicable for this Evaluation Type
- Recommend Rejection During Probationary Period
- Recommend that Permanent Status be Granted
- Extend Probationary Period (per applicable MOU)

This report is based upon my observation and/or knowledge. It represents my best judgement of the employee's performance.

Rated By: _____ Date: _____

Reviewed With Employee By: _____ Date: _____

Department Head Signature: _____ Date: _____

Department Head Comments: (choose one, attach narrative if any)

- I concur with this evaluation
- I concur with this evaluation with noted exceptions (attached)

Human Resources Department Reviewer: _____ Date: _____

- Rating Points: _____ (notes)
- Exceeds expectations, excellent performance, merit increase approved if applicable [38+ ee rating/57+ ee&mgt rating]
 - Meets expectations, acceptable performance, merit increase approved if applicable [22 to 37 ee rating/32 to 56 ee&mgt rating]
 - Does not meet expectations, unacceptable performance, merit increase denied if applicable [-21 ee rating/-31 ee&mgt rating]
 - Performance Counseling Recommended

