County of Tuolumne Job Performance Evaluation

Employee:	OO.U.	
Class Title:		
Evaluation Type: (Check One)		
☐ Regular Annual ☐ 3-Month Progress	☐ 6-Month Progress ☐ Special or Final	
CELCUTUARIA. ATT EMBIAYEE The low the are have in	each category that best indicates the behavior of the employee	
being evaluated. If parrative comments are also to be mu	ade, 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 c	hoices should include comments or be addressed in a narrative.	
1. SELF-CONFIDENCE;	6. VOLUME OF WORK:	
☐ Demonstrates overconfidence or lack of self-confidence.		
which hinders performance	Does minimum required	
☐ Level of self-confidence varies, has some negative	Does required in a timely manner	
effects on overall performance	☐ Inadequate work production	
☐ Self-confidence is adequate for most work situations	☐ See comments	
☐ Shows high degree of self-confidence resulting in good		
decisions	7. INITIATIVE IN WORK IMPROVEMENT:	
☐ See comments	Efforts to improve show positive results	
A YAW YELFARIN YWAT	Actively seeks to improve with some results	
2. JOB KNOWLEDGE:	☐ Little interest in improvement	
Has minimum knowledge needed to perform tasks	☐ Shows no effort to improve☐ See comments	
Adequate knowledge, always working to improve	• •	
☐ Effectively uses broad & complete job experience/skills ☐ Knowledge inadequate to perform most assigned duties	8. PREPARATION OF WRITTEN MATERIALS:	
☐ See comments	Meets minimum department standards	
— 2cc commons	Usually complete, concise & accurate	
3. ESTABLISHING PRIORITIES/MEETING DEADLINES:		
Tries, but often fails to meet time requirements	Often have to be corrected because of poor quality or	
☐ Delays or finds difficulty in finishing regular duties	missing information	
Usually meets schedule requirements for work	☐ See comments	
Consistently takes prompt action to meet schedules		
☐ See comments	9. ACCEPTANCE OF RESPONSIBILITY:	
	Unable or unwilling to handle routine responsibilities	
4. ACCURACY & COMPLETENESS OF WORK:	☐ Limits work to orders & directions	
☐ Work tends to be incomplete & below standard	☐ Willing to accept extra responsibility when requested	
Occasionally overlooks serious errors, completeness of	[] Accepts personal share of responsibility for department	
work varies	effectiveness, often without request	
Occasional error noted, work usually complete	☐ See comments	
☐ Errors rarely found, outstanding detailed work	4.A. ALE PRATERA FULATIANA I MATARIA TETATATA	
☐ See comments	10. SUPERVISION REQUIRED:	
E BLANDE ITA NUTO.	☐ Direct supervision required for all but routine activities ☐ Occasionally requires supervision to ensure that work	
5. WORK HABITS:□ Works only hard enough to "get by"	Occasionally requires supervision to ensure that work gets done	
□ Works only hard enough to "get by"□ Completes work but then waits for the next assignment	Requires direction only when working on new tasks	
to be given	Dependable to act on own, with initiative & effectiveness	
☐ Completes work & keeps busy between assignments	See comments	
Completes work, seeks new assignments, "self starter"	and had an around any 100	
See comments		
Street Str. Ch. All. All addresses the street persons		



11. JOB ATTITUDE:	18. INTERACTION WITH CO-WORKERS:
Disagreeable, disgruntled, poor attitude	Cooperates & assists co-workers willingly/supportive
Can be personable & display a good attitude if he/she	Assists only if own work process will be improved as a
wants to	result, in a way that belittles those seeking assistance
Good attitude, generally enthusiastic	Alert to offer assistance where it may assure a higher
Excellent attitude that inspires/"lifts" others	level of efficiency/builds cohesion among co-workers
See comments	Does not cooperate with co-workers/creates conflict
A A A A A A A A A A A A A A A A A A A	☐ See comments
12. ACCEPTANCE OF SUPERVISION:	10 DUDI 10 2 OFFITTY OF ISSUED A SOTOROAN TOP.
☐ Follows directions to full intent without delay ☐ Objects to or resents compliance with	19. PUBLIC & OTHER CUSTOMER ASSISTANCE: Reluctant to deal with public and/or other customers.
directions - personality conflicts exist	☐ Reluctant to deal with public and/or other customers, usually responds "you can't do that"
Reluctantly complies with directions - tends to disregard	Deals properly with the public and/or other customers,
supervision	explains why "you can't do that"
Adequate response to directions	Friendly manner/searches for ways to say "you can do
See comments	that, let me explain how"
	Shows little respect for public and/or other customers,
13. VERSATILITY IN VARIETY OF SITUATIONS:	avoids contact & usually responds "you can't do that"
Can handle almost any situation effectively	☐ See comments
☐ Has limited versatility/"fears" the unusual situation	
Can handle most situations, becoming more versatile	20. ATTENDANCE:
☐ Displays a lack of versatility & low improvement	☐ Has an unacceptable attendance record with questionable
potential	excuses/never available
☐ See comments	☐ Attendance is more than adequate/availability not an
	issue
14. UNDERSTANDING INSTRUCTIONS:	☐ Attendance is below expectation & shows questionable
Rarely misunderstands instructions or directions	patterns/availability is an issue
Grasps complex orders quickly & accurately	Outstanding work attendance/always available
Often misunderstands, but regularly seeks clarification	☐ See comments
 ☐ Requires special interpretations or acts without clarifying ☐ See comments 	21. APPEARANCE:
- See comments	☐ Displays poor judgement in attire & has poor grooming
15. PROBLEM ANALYSIS & DECISION MAKING:	habits
☐ Makes sound decisions considering all significant factors	Usually well-dressed for position & well groomed
☐ Makes unsound or questionable decisions	☐ Minimum level of acceptable appearance
☐ Decisions limited to past experiences with routine and	Neat & properly groomed, always properly attired/
recurring problems	"presentable", "business-like"
Makes few decision errors in evaluating routine	☐ See comments
problems, more when problems are complex	
☐ See comments	<u>COMMENTS</u> : attach additional page if more space is needed
16. OPERATION & MAINTENANCE OF EQUIPMENT:	CATTOR SMILE SETTING WAS ASSESSED AND MADE OF SHARE WE SH
Maximum & proper maintenance of equipment	
Disregard for care & operation of assigned equipment	NO CONTROL OF THE PROPERTY OF
Lacks good judgement in equipment operation & care	
☐ Adequate maintenance & operation ability ☐ See comments	
☐ See comments	
17. SAFETY:	encident of the Antigon and the content of the sense that the content of the cont
☐ Takes extra precautions to assure safety for others	
Has little concern for own safety or that of others	CRESSERVED AND AND ADMINISTRATIVE AND ADMINISTRATION AND ADMINISTRATIVE ADMINISTRAT
Occasionally forgets standard safety procedures	
☐ Follows proper safety procedures most of the time	CONTRACTOR OF A STATE
See comments	

each category regardless of whether "See Comments" box is m	arkeg. Regauve benavior choices snowig include comments.
1. GIVING INSTRUCTIONS TO STAFF:	8. PERFORMANCE EVALUATIONS:
Instructions seldom cause work delays or interference	Does not provide career direction/avoids face-to-face
Instructions are concise, complete & understandable	appraisals/always late, if done at all
☐ Instructions are often vague or contradictory	Provides minimum career direction & review/little
☐ Work of subordinates sometimes affected by poor	feedback to staff/usually done late
instruction	Provides growth-oriented evaluations, but avoids the
See comments	"negative" appraisal/usually done on-time
F" NAC ANTEGRAGE	Provides excellent career guidance & performance
2. DELEGATION:	review/willing to identify a "negative"/done on-time
☐ 'Delegates work effectively	See comments
Hesitant, doesn't delegate enough work	C. COO COMMONS
Delegates too much work	9. IMPARTIALITY:
Doesn't try to delegate work	Is susceptible to occasional favoritism among staff
See comments	Shows impartiality in most situations
L1 266 COUMENTS	☐ Is known for never showing favoritism/"impartial"
2 THERESON WAS A CONTRIBET OF A DEC.	☐ Consistently shows favoritism to selected staff
3. EFFECTIVENESS OF ASSIGNED STAFF:	
Excellent, effective, and fully capable staff	☐ See comments
Not acceptable/level of effectiveness needs improvement	10 ADDDO ACTIA PATT TOTAL
Adequately effective staff, handles most responsibilities	10. APPROACHABILITY:
Sporadic & undependable effectiveness	Always willing to listen to staff & others/"available"
☐ See comments	Reputation for not listening to subordinates/is "hard to reach"
4. APTITUDE & CAPACITY FOR PLANNING:	☐ Must be approached on a "good day"
☐ Highly effective pre-planning work/seldom surprised	☐ Generally willing to listen to staff & others/usually
☐ Often must delay work due to lack of foresight	"available"
Depends on superiors for job plans/little planning done	See comments
☐ Meets daily schedule, but little long-term planning done	
☐ See comments	<u>COMMENTS</u> : attach additional page if more space is needed
5. DEVELOPING COOPERATION WITH OTHER UNITS:	ECOLOGICA PROPERTO SE A CONTRACTO DE COLOGICA DE COLOGICA DE COLOGICA DE COLOGICA DE COLOGICA DE COLOGICA DE C
☐ Neglects development of cooperation with other units	
☐ Depends heavily upon authority when working with	CAPEA IN SEAS ESPAINTINI TOUR COMMITTE MANIMENT MANIMENT PROTECTION OF TRANSPORTED SEASON OF THE PROTECTION OF THE PRODUCT OF THE PROTECTION OF THE PROTECTI
others, does not see cooperation as important	
Achieves willing cooperation & teamwork	THE CHAPTER IN A SECOND AND A SECOND PROPERTY OF THE STREET OF THE SECOND PROPERTY OF THE S
Inspires enthusiastic cooperation from others	
See comments	CONTROL CONTROL OF CUTT AND EAST HAVE A CHIEF TO THE CONTROL OF THE CONTROL OF THE STATE OF THE CONTROL OF THE
6. ATTITUDE TOWARD PROGRESS & CHANGE:	
☐ Shows interest but cooperates passively	
☐ Supports programs & doesn't pre-judge new processes	
☐ Aggressively supports/develops change & new processes	
☐ Tends to resist or ignore change & new ideas/"obstacle"	CHRISTON'S SALVETTES IN 15 to policy project of the state of the salvettes
☐ See comments	
7. TRAINING & INSTRUCTING STAFF:	CERTIFICATION CONTINUES AND ASSOCIATION OF THE CONTINUES AND ASSOC
☐ Doesn't take time to provide training/"neglects"	GULAN TRANSPORTER AND CARLEST CONTRACT TO A
Provides training only at urging of supervisor	A TABLE OF THE LAND OF THE LAN
☐ Conducts training on a regular basis/"develops"	
☐ Initiates growth/develops training programs	
☐ See comments	

SECTION B: SUPERVISORY EMPLOYEES (To be completed for supervisory employees only) 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 at the end of this section. A box must be darkened for

Individual Job-related Goals For Next R	eview Period: (Developed by the person being evaluated) (Must provide minimum of two).
1.	3.
2.	4.
Individual Goals Achieved From Last Po	riod:out of
Supervisor Assigned Goals For Next Re	view Period: (Developed for the person being evaluated) (Must provide minimum of two).
1.	3.
2.	4.
Assigned Goals Achieved from Last Per	iod: out of
To be completed by the individual being	evaluated:
☐ I plan to submit a writt	oort with my supervisor. on exception to this evaluation, through my department head and for inclusion in my e, per County and/or departmental policy.
☐ I have received a copy	
Employee Signature:	Date:
Probationary Status (Completed by Supe	rvisor/Evaluator):
☐ Not Applicable for this Eva☐ Recommend Rejection Duri	▼ **
This report is based upon my observatio	n 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)
	: Date:
Rating Points:	Exceeds expectations, excellent performance, merit increase approved if applicable
(notes)	[38+ ee rating/57+ ee&mgt rating] Meets expectations, <u>acceptable</u> performance, merit increase approved if applicable [32 to 37 as rating/32 to 55 ee&mgt rating]
	[22 to 37 ee rating/32 to 56 ee&mgt rating] Does not meet expectations, <u>unacceptable</u> performance, merit increase denied if applicable [-21 ee rating/-31 ee&mgt rating]
	Performance Counseling Recommended