

PERFORMANCE EVALUATION FORM

Employee: _____ Position: _____

Date: _____ Interim Review _____ Annual Review _____

SECTION I - GENERAL PERFORMANCE STANDARDS

Consider each standard separately. Circle the appropriate number to indicate level of proficiency. A substandard performance rating on any performance standard must be supported by specific comment in the space provided. Use additional sheets if necessary.

1. JOB KNOWLEDGE, SKILLS, AND ABILITIES: The employee demonstrates the knowledge, skills and abilities necessary to perform work satisfactorily.

DOES NOT MEET District standards; does not have the basic knowledge, skills, and abilities to perform work. 1 2 3	MEETS District standards; has the basic knowledge, skills, and abilities to perform work satisfactorily. 4 5 6	EXCEEDS District standards; has exceptional knowledge, skills, and abilities to perform work. 7 8 9 10
Comments:		

2. QUALITY OF WORK: The employee demonstrates accuracy, attention to detail and effectiveness in completion of work.

DOES NOT MEET District standards; work is sometimes inaccurate or incomplete. 1 2 3	MEETS District standards; work is usually accurate and thorough. 4 5 6	EXCEEDS District standards; work is consistently of excellent quality, accuracy, and detail. 7 8 9 10
Comments:		

3. PRODUCTIVITY: Employee performs work with efficiency

consistency and timeliness.

DOES NOT MEET District standards; works slower than expected; work is of substandard consistency and timeliness. 1 2 3	MEETS District standards; completes work on time; consistency and efficiency. 4 5 6
Comments:	

EXCEEDS District standards; quickly completes work, often ahead of schedule; effectively prioritizes work. 7 8 9 10
Comments:

4. RELIABILITY: The employee exhibits dependability and willingness to accept responsibilities.

dependability and conscientiousness in performing work and in

DOES NOT MEET District standards; sometimes is not dependable and conscientious in performing work; unwilling to accept responsibilities. 1 2 3	MEETS District standards; consistently dependable and conscientious; shows willingness to accept responsibility. 4 5 6
Comments:	

EXCEEDS District standards; extremely dependable; follows through promptly on all tasks; accepts responsibilities; exceeds job goals; shows high level of initiative. 7 8 9 10
Comments:

5. COMMUNICATION: The employee demonstrates the appropriate communication skills necessary to satisfactorily perform the job

at an appropriate level of written and verbal

DOES NOT MEET District standards; communication skills impair work performance. 1 2 3	MEETS District standards; possesses the required communication skills and is effective in the position. 4 5 6
Comments:	

EXCEEDS District standards; has excellent communication skills; very effective in verbal and written interactions. 7 8 9 10
Comments:

6. WORK RELATIONSHIPS: The employee possesses the ability to maintain effective and productive working relationships with fellow employees, supervisors and the public.

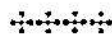
<p>DOES NOT MEET District standards; has trouble getting along with other employees.</p> <p>1 2 3</p>	<p>MEETS District standards; has a generally positive approach in assisting others; maintains effective working relationships.</p> <p>4 5 6</p>	<p>EXCEEDS District standards; highly cooperative; works hard to promote positive work relationships.</p> <p>7 8 9 10</p>
<p>Comments:</p>		

SECTION II - COMMENTS AND GOALS

Provide comments of a general nature and/or set forth goals for the employee to work toward.

SECTION III - EMPLOYEE RESPONSE/COMMENTS

Allow the employee the opportunity to respond or comment in writing to this performance appraisal.



Board of Supervisors

Employee

One copy of this performance appraisal shall be retained in the employee's personnel file; a second copy shall be given to the