

**GRAND COUNTY**  
***Supervisor Performance Standards Evaluation***

Employee Name: \_\_\_\_\_

Job Position: \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ to \_\_\_\_\_

**1) Manages Employees** – the extent to which the supervisor manages and develops employees effectively. Provides ongoing real-time feedback. Promotes professional development of employees. Documents disciplinary actions appropriately and develops corrective action plans when needed.

**Supervisor Summary:**

Rarely Achieves    Sometimes Achieves    Fully Achieves    Meets and Occasionally Exceeds    Consistently Exceeds

**Employee Response:**

**2) Evaluates Employees** – the extent to which the supervisor reviews employees' performance and conducts quarterly and final formal evaluations. Manages and performs all duties required to maintain the Pay for Performance compensation and evaluation program.

**Supervisor Summary:**

Rarely Achieves    Sometimes Achieves    Fully Achieves    Meets and Occasionally Exceeds    Consistently Exceeds

**Employee Response:**

**3) Fiscal Responsibility** - Uses fiscal resources in a responsible manner and manages department budget without exceeding the overall budget.

Supervisor Summary:

Rarely Achieves   Sometimes Achieves   Fully Achieves   Meets and Occasionally Exceeds   Consistently Exceeds

Employee Response:

**4) Goals and Plans** – the extent to which the supervisor implements the departmental strategic plan.

Supervisors Summary:

Rarely Achieves   Sometimes Achieves   Fully Achieves   Meets and Occasionally Exceeds   Consistently Exceeds

Employee Response:

**5) Teamwork** – the extent to which the supervisor places County goals and objectives above the department by collaborating and communicating with other departments to achieve goals that result in successfully accomplishing the overall objectives of the County.

**Supervisor Summary:**

**Rarely Achieves   Sometimes Achieves   Fully Achieves   Meets and Occasionally Exceeds   Consistently Exceeds**

**Employee Response:**

**6) Policies and Procedures** – the extent to which the supervisor adheres to and administers the County's Personnel Policies and Procedures and sets appropriate example for employee behavior.

**Supervisor Summary:**

**Rarely Achieves   Sometimes Achieves   Fully Achieves   Meets and Occasionally Exceeds   Consistently Exceeds**

**Employee Response:**

**7) Supervisor Development** – the extent to which the supervisor attends all required training and leadership meetings.

**Supervisor Summary:**

**Rarely Achieves   Sometimes Achieves   Fully Achieves   Meets and Occasionally Exceeds   Consistently Exceeds**

**Employee Response:**

**8) Communication** – the extent to which the supervisor communicates with self control and has a well developed sense of timing.

**Supervisor Summary:**

**Rarely Achieves   Sometimes Achieves   Fully Achieves   Meets and Occasionally Exceeds   Consistently Exceeds**

**Employee Response:**

**9) Balance** – the extent to which the supervisor recognizes the value and need to take vacation time and does so.

**Supervisor Summary:**

**Rarely Achieves   Sometimes Achieves   Fully Achieves   Meets and Occasionally Exceeds   Consistently Exceeds**

**Employee Response:**

**10) Dependability** – the extent to which the supervisor is dependable to finish assigned work in a timely manner.

**Supervisor Summary:**

**Rarely Achieves   Sometimes Achieves   Fully Achieves   Meets and Occasionally Exceeds   Consistently Exceeds**

**Employee Response:**

**11) Teamwork** – The extent to which the supervisor accepts personnel or departmental assignments eagerly and willingly.

**Supervisor Summary:**

**Rarely Achieves   Sometimes Achieves   Fully Achieves   Meets and Occasionally Exceeds   Consistently Exceeds**

**Employee Response:**

**12 ) Succession Planning** – extent to which the supervisor informs employees of important aspects of the department and develops written operating policy and procedure.

**Supervisor Summary:**

**Rarely Achieves   Sometimes Achieves   Fully Achieves   Meets and Occasionally Exceeds   Consistently Exceeds**

**Employee Response:**

Supervisor:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature

Employee:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature

I have read and discussed this appraisal with my supervisor and I understand its contents. My signature means that I have been advised of my performance status and does not necessarily imply that I agree or disagree with either the appraisal or the contents.

Human Resource Director:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature

This Supervisors Performance Standards form will be attached to the Employee Performance Standards form along with the employee's Individual Development Plan for a complete annual evaluation packet.