

GRAND COUNTY

Employee Performance Standards Evaluation

Employee Name: _____

Job Position: _____

Evaluation Period: From _____ to _____

Section 1: Service and Relationships

1) Customer Service – the extent to which the employee recognizes the importance of customer satisfaction by providing the general public, staff and other county personnel with prompt and accurate information in a respectful and helpful manner.

Supervisor Summary:

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

Employee Response:

2) Communication & Interpersonal Skills- the extent to which the employee is respectful of management, co-workers, staff, and the general public. Uses tact and finesse when communicating with people and instills trust and respect among customers and co-workers, recognizing the importance of confidentiality when necessary.

Supervisor Summary:

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

Employee Response:

3) Team Work – the extent to which the employee successfully collaborates with co-workers and other County department staff to accomplish department and County goals, the extent to which the employee fosters positive working relationships in a diverse workplace.

Supervisor Summary:

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

Employee Response:

Section 2: Dependability

1) Attendance & Punctuality – is committed to the terms of work agreement, respects the value of time for self and others and can be depended upon to report to work promptly each day.

Supervisors Summary:

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

Employee Response:

2) Work Performance – the extent to which the employee can be relied upon to meet deadlines, fulfill job responsibilities, is self sufficient in completing tasks and takes active steps to improve the organization.

Supervisor Summary:

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

Employee Response:

Section 3: Development/Flexibility/Fiscal Responsibility

1) Development – the extent to which the employee is willing and motivated to learn new techniques and/or tasks and apply them to the job; engages in and documents appropriate training.

Supervisor Summary:

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

Employee Response:

2) Flexibility – the extent, to which the employee deals effectively with new responsibilities, anticipates and avoids problems and manages time well.

Supervisor Summary:

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

Employee Response:

3) Fiscal Responsibility – the extent to which the employee seeks and uses human and financial resources wisely.

Supervisor Summary:

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

Employee Response:

Section 4: Decision Making/Problem Solving

1) Decision Making – the extent to which the employee can be relied upon to make sound, logical decisions while following County and department policy and procedures.

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

Employee Response:

Section 5: Employee Overall Performance Summary

Supervisor Comments:

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: _____ Date: _____
Director Signature