

\*Indicates required field



# Monroe County



## General Employee Performance Appraisal

Appraisal Score

Overall Score:  / 5.0

### Employee Information

Name: Job Title: Manager Name: Department: Hire Date: 

### Rating Scale Definition

**(5) EXCEPTIONAL:** Consistently exceeds all relevant performance standards. Highly productive, innovative, responsive and generates top quality work.

**(4) EXCEEDS EXPECTATIONS:** Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, shows high degree of skill and knowledge in these areas.

**(3) MEETS EXPECTATIONS:** Employee is an effective and skillful worker. Consistently meets all relevant performance standards and completes all designated work tasks.

**(2) BELOW EXPECTATIONS:** Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has not shown adequate improvement over evaluation period.

**(1) NEEDS IMPROVEMENT:** Consistently falls short of performance standards.

**NOT APPLICABLE (N/A):** Reviewer has no direct knowledge of employee's behavior in this area.

Core Competencies consist of: Job Knowledge, Quality of Work, Productivity, Time Management, Dependability, Attendance, Communication, Teamwork, Judgment/Decision Making and Attitude. All of these will be evaluated using the 1-5 scale listed above.

### Core Competencies

Score:  / 5.0

### Job Knowledge

Score:  / 5.0

How well employee gets to the root of normal problems. Employee's understanding of related job functions, pertinent policies and procedures, and of the full job requirements

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement
- Not Applicable

Comments:



[Add Development Plan](#)

### Quality of Work

Score:  / 5.0

Has established a track record of producing work that is highly accurate, demonstrates attention to detail and reflects well on the organization.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement
- Not Applicable

Comments:



[Add Development Plan](#)

**Productivity**Score:  / 5.0

Achieves productivity standards that have been established for his/her organizational level or position.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement
- Not Applicable

Comments:

[Add Development Plan](#)**Time Management**Score:  / 5.0

Prioritizes tasks and manages time to ensure that deadlines are met.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement
- Not Applicable

Comments:

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**Dependability**Score:  / 5.0

Makes and fulfills commitments. Has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for his or her actions.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement
- Not Applicable

Comments:

[Add Development Plan](#)**Attendance**Score:  / 5.0

Demonstrates reliability with timeliness and attendance for dates scheduled to work. Meets the established attendance standard for the department the employee is working in.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement
- Not Applicable

Comments:

[Add Development Plan](#)

**Communication**Score:  / 5.0

Communicates effectively and appropriately. Uses good judgment as to what to communicate to whom.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement
- Not Applicable

Comments:

[Add Development Plan](#)**Teamwork**Score:  / 5.0

Is an effective team player who adds complementary skills and contributes valuable ideas, opinions and feedback.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement
- Not Applicable

Comments:

[Add Development Plan](#)

**Judgement/Decision Making**Score:  / 5.0

Employee's display of well-balanced thinking. Employee's thinking through of a problem. Employee's capacity to reach decisions quickly and accurately when necessary.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement
- Not Applicable

Comments:

[Add Development Plan](#)**Attitude**Score:  / 5.0

Employee's sustained efforts to approach the job in an enthusiastic manner and to achieve the objectives set daily for this position. The overall general interest displayed by employee towards the position and the work at hand.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement
- Not Applicable

Comments:

[Add Development Plan](#)

**Overall Score**Score:  / 5.0**Core Competencies Summary Score**

<b>Core Competencies</b>	<b>Score:</b>	0.00	1.25	2.50	3.75	5.00
Score:		<input type="text"/>				
Job Knowledge		<input type="text"/>				
Quality of Work		<input type="text"/>				
Productivity		<input type="text"/>				
Time Management		<input type="text"/>				
Dependability		<input type="text"/>				
Attendance		<input type="text"/>				
Communication		<input type="text"/>				
Teamwork		<input type="text"/>				
Judgement/Decision Making		<input type="text"/>				
Attitude		<input type="text"/>				

### Technology Security Compliance

#### Technology Security Compliance

Employee has complied with Monroe County Network and Computer Use Policy by completing mandatory training sessions by the designated deadlines and by demonstrating awareness of potential threats by not clicking on potential threatening emails and other forms of potential fraud.

- Yes
- No
- Not Applicable

**Comments:**



 [Add Development Plan](#)

### Safety/Energy Conservation

#### Safety/Energy Conservation

Follows every safety practice as designated for the employee's position and is conscientious of energy conservation within the organization.

- Yes
- No
- Not Applicable

**Comments:**



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**Manager Comments**



**Manager  
approves  
current job  
description:**

Yes  
 No

**If no, please provide suggested changes**



**By clicking yes, I acknowledge I have reviewed my evaluation with my supervisor:**

- Yes
- No

**Date of Evaluation**



**Employee Comments**



**Electronic Signature Disclaimer**

***You are required to electronically sign-off on this document. Signatures indicate that both the employee and manager have discussed the Performance Appraisal but does not necessarily imply agreement by the employee***

***By electronically signing this document, I indicate only that I am acknowledging receipt of the document and have met with my supervisor to review this evaluation. I commit to follow the organization's standards of performance and conduct, and all policies and procedures. This document must be signed, with or without comments, no later than 72 hours from the date it is reviewed with the employee and will become a permanent part of the employees personnel record.***