

PLUMAS COUNTY
EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE INFORMATION	
Name:	Current Range & Step:
Department:	Review Period: thru
Classification:	Supervisor or Lead: Yes No
Reason for Review:	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Mid Probationary Final Probationary </div> <div style="width: 45%;"> Annual Evaluation Merit Step Other Explain: </div> </div>

	Exceeds Standards	Meets Standards	Needs Improvement	Not Acceptable	N/ A
CORE COMPETENCIES					
Knowledge of technical aspects of job					
Use of job knowledge & skills					
Complies with work instructions					
Narrative:					
QUALITY OF WORK					
Accuracy of work					
Neatness of work product					
Organization of work					
Attention to detail					
Narrative:					
DEPENDABILITY					
Compliance with work hours					
Punctuality for meetings/events					
Schedules absences to decrease impact on Dept					
Meets deadlines					
Stays on task/avoids distraction					
Attendance					
Works without close supervision					
Narrative:					

Exceeds Standards Meets Standards Needs Improvement Not Acceptable N/A

WORK PLACE AWARENESS

Complies with County policies & procedures					
Complies with protocol for safety & security					
Complies with work instructions					

Narrative:

PEOPLE SKILLS

Customer service responsiveness					
Interacting with the public					
Interacting with supervisor					
Ability to resolve conflicts					
Maintains harmonious work relationships					
Communication skills					

Narrative:

JOB ATTITUDE

Acceptance of new ideas and methods					
Commitment to Department's purpose					
Initiative, motivation, creativity					
Cooperative attitude					
Willingness to accept job responsibilities					

Narrative:

EFFECTIVENESS

Adapts to workplace/procedure changes					
Problem solving skills					
Active listening skills					
Productivity and quantity of work					
Response to stressful situations/emergencies					

Narrative:

Exceeds Standards Meets Standards Needs Improvement Not Acceptable N/A

MANAGEMENT SKILLS	N/A				
Supports Department goals & policies					
Accepts supervisory responsibilities					
Planning skills					
Decision making skills					
Ability to direct employees					
Establishment of work standards					
Keeps staff well trained and informed					
Maintains control of activities & conduct					
Consistency with staff/fair & impartial					
Provides accurate/objective/ timely evaluations					
Motivates employees					
Narrative:					

OVERALL EVALUATION RATING			
Exceeds Performance Standards	Meets Performance Standards	Needs Improvement	Not Acceptable

ADDITIONAL NARRATIVE

GOALS/FUTURE PLANS/ACTIONS TO BE ACCOMPLISHED BY NEXT EVALUATION

Next evaluation tentatively scheduled for:

Frequency of evaluation: At least annually, but also every three (3) months during probation, and before step/longevity increases. Evaluation to be conducted at least thirty (30) days prior to the employee's Merit Anniversary Date.

MERIT STEP INCREASE

Approved

*Denied

Not Applicable

*When a Merit Advancement is denied, refer to your specific bargaining group's Memorandum of Understanding (MOU) for re-evaluation process. All Memorandum of Understandings are posted on the County's website under the Human Resources Department.

I acknowledge receipt of this Evaluation. I am aware of my right to file a written response and/or grievance.

Employee Signature		Date	
Evaluator Signature		Date	
Department Head Signature		Date	