

CONFIDENTIAL PERSONNEL RECORD

**PLUMAS COUNTY
DEPARTMENT HEAD EVALUATION FORM**

IDENTIFICATION:

A.	Last Name, First Name, Middle Initial		Department Name/Division	
	Classification Title	Current Range/Step	Calendar Period Covered by Evaluation: _____ to _____	

B. Scope of Responsibility/Length of Service: Attach additional pages if necessary:

Rating Scale: Scale of 1 to 5 with 5 being the most favorable.
5 - Master performance; exceeds expectations
4 - High performance; clearly exceeds basic requirements
3 - Dependable performance; good results; fully meets basic requirements
2 - Needs improvement - does not fully meet basic requirements of the position
1 - Unsatisfactory performance - needs to make immediate and sustainable improvement

	5	4	3	2	1
1. ORGANIZATIONAL LEADERSHIP					
a. Leads the development of a shared vision and implementation of a strategic plan for the county that focuses on continued improvement.					
b. Manages physical, financial, and human resources efficiently and effectively in the operation of the county.					
c. Establishes and facilitates clear decision-making processes.					
d. Uses ability to delegate effectively.					
e. Demonstrates organizational skills to successfully carry out the responsibilities of the position.					

COMMENTS:

2. POSITIONAL LEADERSHIP

a. Enhances departmental and county success by leading in the adoption and assessment of performance standards and the implementation programs assessment practices that support those standards.					
b. Applies the principles of sound management and employee development to create a productive learning environment and operations that lead to continued program improvement, county success, and employee development.					
c. Collaborates with others to promote the consistent application of sound management standards, and fiscal responsibility and accountability.					
COMMENTS:					

3. HUMAN AND INTERPERSONAL LEADERSHIP

a. Works with others to ensure an environment that is safe for all and respectful of the community's diversity.					
b. Communicates, supports and cooperates with others in order to achieve objectives and goals.					
c. Maintains courteous and respectful interactions with others.					
d. Is responsive to the problems and concerns of others.					
e. Handles conflict effectively focusing on win/win negotiations. Exhibits a willingness to compromise.					
COMMENTS:					

4. PROFESSIONAL LEADERSHIP

a. Demonstrates a commitment to personal and professional growth for him/herself and others.					
b. Exhibits and promotes personal and professional integrity.					
c. Exhibits courage.					
d. Exhibits ability to face conflict.					
COMMENTS:					

5. POLITICAL AND COMMUNITY LEADERSHIP

a. Articulates the vision, mission and priorities of the county to the community and media and builds community support for county priorities and programs.					
b. Appropriately involves community members and organizations in county matters that affect them.					
c. Understands and acts in accordance with legal requirements.					
COMMENTS:					

6. RELATIONS WITH THE BOARD OF SUPERVISORS

a. Maintains effective communications with board members.					
b. Respects board members concerns.					
c. Maintains confidentiality with respect to sensitive issues.					
d. Keeps the board informed and abreast of current issues.					
e. Effectively carries out board mandates.					
f. Keeps the board informed regarding board policies, legal issues and other critical matters.					
COMMENTS:					

SUMMARY APPRAISAL OR OVERALL EVALUATION

Place a check in the box that best describes your overall assessment of the superintendent.

5 - Master performance; exceeds expectations
4 - High performance; clearly exceeds basic requirements
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AREAS OF STRENGTH

A brief description of those areas that are viewed as strengths.

AREAS FOR IMPROVEMENT

A brief description of those areas where change and improvement are necessary.

SIGNATURES (as appropriate):

County Department Head

Date: _____

Board of Supervisors Chairperson

Date: _____