

PLUMAS COUNTY EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE INFORMATION				
Name:		Current Range & Step:		
Department:		Review Period:	thru	
Classification:		Supervisor or Lead:	Yes	No
Reason for Review:		Mid Probationary Final Probationary Annual Evaluation Merit Step Other Explain:		

	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:	
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Frequency of evaluation: At least annually, but also every three (3) months during probation, and before step 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	