

FLUVANNA COUNTY EMPLOYEE PERFORMANCE EVALUATION (Form 2.7)

Section A – EMPLOYEE DATA					
Employee Name (Last, First MI)	Position Title	Employee Number			
Department	Supervisor	Type of Appraisal: <input type="checkbox"/> ANNUAL <input type="checkbox"/> PROBATIONARY <input type="checkbox"/> SPECIAL			
Evaluation Period					
Section B - PERFORMANCE ELEMENTS					
1–Unsatisfactory 2–Below Expectations 3–Meets Expectations 4–Exceeds Expectations 5–Exceptional Consider each standard separately. Check the appropriate box which most reflects the evaluator’s assessment of the employee’s performance. All exceptional and substandard performance ratings must be supported by specific comments in Section C.					
Performance Element	1	2	3	4	5
1. Job Knowledge, Skills, and Abilities Has appropriate training and certifications for the position. Demonstrates appropriate job-specific technical skills. Seeks and participates in opportunities for growth and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Productivity and Quality of Work Works effectively and efficiently with resources provided, e.g. people, time, supplies, etc. Performs tasks and completes assignments accurately, completely, and on time. Keeps work area organized, neat and clean. Reacts appropriately to changing priorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Initiative Displays strong interest in the work; anticipates what needs to be done and takes action; makes suggestions on how to do things better. Takes initiative to evaluate and implement best alternatives. Actions have positive impact on the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Professional Conduct and Reliability Meets commitments. Maintains confidentiality of sensitive information. Complies with/does not exceed guidelines for attendance/tardiness. Complies with Dress Code guidelines. Consistently communicates a positive, professional and friendly image.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Teamwork and Working Relationships Maintains constructive relationships. Provides assistance to colleagues. Works collaboratively with others and seeks opportunities to assist in other areas, on projects, etc. Accepts direction and constructive suggestions from supervisor and co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Customer Service Courteous to internal and external customers. Smiles and maintains positive eye contact. Uses appropriate vocabulary. Uses warm, sincere greetings and farewells. Routinely anticipates needs of others and takes action to meet and/or exceed their expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Safety Follows organization and department policies and procedures related to safety. Actively supports performance improvement activities and practices that enhance workplace safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. SUPERVISORS ONLY - Mission Accomplishment Team gets the job done. Minimizes waste. Promotes cost containment by suggesting/ implementing ideas for improvement. Demonstrates comprehension of the technologies and systems used by the organization to manage information, appropriate to service area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. SUPERVISORS ONLY - Leadership Leads by example. Takes care of staff by setting and maintaining standards, and recognizing work accomplishments. Demonstrates qualities which encourage and motivate staff and co-workers. Builds enthusiasm and positive morale in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. OVERALL WORK PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section C – SUPERVISOR COMMENTS

1. Employee's Strengths and Accomplishments during Rating Period

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2. Employee's Training Accomplishments, Certifications Completed, Conferences Attended, etc.

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3. Employee's Areas for Focus

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Section D – EMPLOYEE COMMENTS

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Section E – REVIEW AND SIGNATURE

By signing this form, the employee acknowledges that this evaluation was discussed with their supervisor and that the employee has received a copy of the report. The employee's signature does not signify agreement with the evaluation.

Director Signature / Date

Supervisor Signature / Date

Employee Signature / Date

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