

PERFORMANCE AND DEVELOPMENT PLAN AND EVALUATION

Employee Name		Social Security Number		Job Number
Civil Service Job Title		Functional Title (if different)		Hire Date
Date Assigned Rater	Date Assigned Position	Date of Performance Plan	Date Evaluation Due	Period Covered by Evaluation From _____ To _____

REASON FOR EVALUATION: Probationary Period Annual Conference (Optional)
Other (specify):

Brief Job Description

PRIORITY	PERFORMANCE PLAN- List Task Statements, Followed by Performance Standard (s)	ACTUAL ACHIEVEMENTS	ER	MR	NMR

ER = EXCEEDS REQUIREMENTS

MR = MEETS REQUIREMENTS

NMR = NOT MEET REQUIREMENTS

PRIORITY	PERFORMANCE PLAN- List Task Statements, Followed by Performance Standard (s)	ACTUAL ACHIEVEMENTS	ER	MR	NMR

PERFORMANCE EVALUATION

OVERALL RATING FORMULA:(The Elected Official/Department Head must attach justification for giving an overall rating that is not consistent with this formula.)

Superior Performance Exceeds Requirements Meet Requirements Does Not Meet Requirements

Superior: All number one tasks are rated as "Exceeds Requirements."
At least one half of all other tasks are rated as "Exceeds Requirements"
All remaining tasks are rated at least as "Meet Requirements."

Exceeds: All but one number one tasks are rated as "Exceeds Requirements" (one number one task may be
rated as "Meet Requirements").
All remaining tasks are rated at least as "Meet Requirements."

Meets: All number one tasks are rated at least as "Meet Requirements."
*No more than one of the remaining tasks are rated as "Does Not Meet Requirements."

Does Not: *Any number one task or two or more of the remaining tasks are rated as "Does Not Meet Requirements."

*Failure to attain a level of at least "Meets Requirements" on any task may result in an overall rating of "Does Not Meet Requirements." This is usually when an employee has not improved to an adequate level of performance within a reasonable period of time after appropriate supervisory assistance has been given to the employee.

COMMENTS: (May be used for Elected Official/Department Head comments on overall rating formula.)

OBSERVE OF WORK RULES: May be used to record how well employee observes work rules. Record statements about adherence or deviations. If an adverse action is recommended for violation of work rules, submit a narrative report by memorandum.

FOR POSITIONS WITH PRIMARY DUTIES OF DRIVING:

Is driver's license current and valid? Yes No if yes, give date that validity was verified: _____

RECOMMENDATION AND OTHER SIGNIFICANT COMMENTS: Record here a specific recommendation, such as change to regular status, retain at regular status, or place on department probation. Record here any additional significant items which are not recorded elsewhere in this document.

EMPLOYEE DEVELOPMENT PLAN

EMPLOYEE STRENGTHS, ACCOMPLISHMENTS, AND GOALS: Give the employee's current strengths and accomplishments. Indicate employee's present and/or future goals.

DEVELOPMENT NEEDS: List any areas in which employee needs to develop to meet current job responsibilities and/or enhance career opportunities.

ACTION PLANS: List specific actions, courses, training, etc., planned to meet these development needs. Indicate when the action is to take place and who is responsible for the action plans.

PREVIOUS ACITON PLANS (if applicable): Enter the specific results achieved under the employee’s development plan for the prior rating period.

Signature-Elected Official/Department Head

Date

EMPLOYEE REVIEW – Optional comments: if the employee wishes to do so, any comments concerning the performance evaluation (for example, agreement or disagreement) may be indicated in the space provided below.

I have read this performance evaluation (____) pages and discussed the contents with my Elected Official/Department head. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with this evaluation.

I hereby certify this performance evaluation (____) pages was presented to _____(employee) and that the employee refused to sign the evaluation.

Signature-Employee

Date

Signature-Witness

Date