



SARPY COUNTY

EMPLOYEE PERFORMANCE EVALUATION

NAME: _____

EVALUATION DATE: _____

JOB TITLE: _____

DEPARTMENT: _____

EVALUATION PERIOD: _____

| PERSONAL TRAIT | DESCRIPTION | 0 | 1 | 2 | 3 | 4 | RATING |
|----------------|---|---|---|---|---|--|--------|
| KNOWLEDGE | The blending of job-related education, skills and experience. | Severely lacking in knowledge. | Noticeable deficiencies in job knowledge. | Understands job routine. Some knowledge still to be acquired. | Completely understands all aspects of the job. | Understands why all job functions are performed and inter-relationship with other jobs. An expert. | |
| Comment: | | | | | | | |
| QUANTITY | Level of satisfactory output generated per unit of time. | Usually below acceptable standard. | Barely acceptable level of output. A slow worker. | Satisfactory. Meets expectations of average output. | Usually exceeds the norm. A fast worker. | Exception producer. Generates maximal output. | |
| Comment: | | | | | | | |
| ACCURACY | Absence of errors. | Constantly commits errors. | Error level too high. Needs improvement. | Makes average number of mistakes. | Very accurate. Commits few errors. | Extremely accurate. Rarely commits an error. | |
| Comment: | | | | | | | |
| JUDGEMENT | Capacity to make reasonable decisions. | Frequently makes irrational decisions. Poor judgment. | Too often selects wrong alternative. | Usually exercises sound judgment. | Above average reasoning ability. Seldom errs in judgment. | Sustains high level of sound judgment. Decisions usually best under circumstances. | |
| Comment: | | | | | | | |
| INNOVATION | Imagination and creativity used to lower costs and improve profits. | Never offers new procedures or ideas. | Rarely suggest new ideas. | Average number of suggestions for improving methods and procedures. | Often suggests beneficial changes and profit cost improvements and/or increased efficiencies. | Very innovative. Constantly offers imaginative suggestions for improving operations. | |
| Comment: | | | | | | | |



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|------------------------------|--|---|---|---|--|---|--------|
| APPEARANCE AND HABITS | Personal habits, clothing and grooming (evaluation should consider the nature of the job). | Frequently offensive. | Occasionally sloppy appearance or display of offensive habits. | Usually properly dressed and groomed. Few poor personal habits. | Rarely exhibits poor appearance or offensive habit. | Always properly dressed for the job. Personal habits are never offensive or in poor taste. | |
| Comment: | | | | | | | |
| ORDERLINESS | Organization of the individual's work and work area. | Usually disorderly and chaotic. | Frequently unorganized or work area is disarray. | Work sufficiently organized to efficiently perform the job. | Highly organized and efficient worker. Few instances of poor performance from lack of order. | Exceptionally precise in organization of work. Has immediate access to needed items. Extremely efficient. | |
| Comment: | | | | | | | |
| COURTESY | Respect for the feelings of others and/or politeness on the job. | Frequently rude. Causes noticeable discomfort to others. | Occasionally impolite to coworkers or others. | Observes common courtesies, does not offend. | Very conscientious of others' feelings and rights. Always polite. | Extremely courteous, well-mannered and polite. Always considers the comfort and ease of others. | |
| Comment: | | | | | | | |
| COOPERATION | Willingness to help others accomplish their objectives. | Usually uncooperative A "roadblock" to coworkers, customers or suppliers. | Too often uncooperative when faced with reasonable requests for assistance. | Generally a cooperative person on the job. | Very cooperative. Often offers assistance. Can usually be counted on to help. | Extremely cooperative. Constantly offers aid and always available to help others. | |
| Comment: | | | | | | | |



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|----------------|---|---|---|---|--|---|--------|
| INITIATIVE | Voluntarily starting projects. Attempting non routine jobs and tasks. | Shows little initiative. Never volunteers. Sticks closely to job routine. | Shows some initiative. Should do more without having to be told. | Does not shirk. Voluntarily attempts to solve non-routine job problems as they occur. | Above average. A self-starter. Will generally volunteer. | Places highest priority on getting things done. Constantly accepts difficult or unpleasant jobs to achieve goals. | |
| Comment: | | | | | | | |
| RELIABILITY | Dependability and trustworthy in all aspects of work. | Not reliable. Often fails to deliver a complete job. | Occasionally leaves routine tasks incomplete. | Can be relied on to complete all aspects of job. | Completes work with little supervision. Will complete occasional special projects. | Extremely motivated, loyal and trustworthy. Accepts all work assigned. Always performs as expected. | |
| Comment: | | | | | | | |
| PERSEVERANCE | Steadfast pursuit of job objectives when faced with unexpected obstacles. | Frequently quits when faced with unexpected obstacles. | Is sometimes deterred by obstacles which should be overcome. | Is not stopped by most obstacles, works through them. | Displays sufficient drive to overcome unusually difficult obstacles. | Always displays extreme effort. Will rarely quit until objective is reached. | |
| Comment: | | | | | | | |
| STABILITY | Even temperament. Acceptance of unavoidable tension and pressure. | Volatile, inconsistent personality. Disrupts work environment. | Occasional display of temper or emotion sufficient to disrupt others and hinder own performance | Even tempered. Absorbs routine pressures of job. | Can tolerate unusual pressure and tension without hindering performance | Performs consistently and effectively under extreme pressure. Never visibly falters. | |
| Comment: | | | | | | | |



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|-------------------|---|---|---------------------------------------|--|---|---|--------|
| ATTENDANCE | Availability for work. | Frequent un-excused lateness or absence from work. Very poor attendance record. | Absences or lateness below standards. | Acceptable attendance record. | Rarely late or absent. | Almost never late or absent. Always accepts overtime work, if offered. | |
| Comment: | | | | | | | |
| ALERTNESS | Ability to quickly understand new information and situations. | Very slow to grasp new ideas. | Usually needs extra instruction. | Understands most new ideas and develops without excessive explanation. | Fast learner. Grasps new information quickly. | Extremely bright. Analyzes and understands with minimum of instruction. | |
| Comment: | | | | | | | |

| Unsatisfactory | Some Deficiencies Evident | Satisfactory | Exceptional | Clearly Outstanding |
|----------------|---------------------------|--------------|-------------|---------------------|
| 0 | 15 | 30 | 45 | 60 |

OVERALL RATING:

Comments on principle strengths:

Comments on growth areas and suggestions for improvements:

Overall Comments:

RECOMMENDATION:

Reviewer / Position

Date



SARPY COUNTY

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Employee Comments:

I have reviewed this evaluation and completely understand its contents.

Employee Signature*

Date

**Signature does not denote agreement; it acknowledges discussion of contents.*