

Salary Step _____

**GENESEE COUNTY
EMPLOYEE PERFORMANCE APPRAISAL**

H.R. Review _____

Employee _____ Classification _____ Dept. _____ Due Date _____

Reason for Appraisal: Annual _____ Promotional Trial Period _____ 1 month _____ 2 month _____ 3 month _____ 6 month _____ 9 month _____

Probationary New Hire: 2 month _____ 4 month _____ 6 month _____ 12 month _____ 15 month _____ 18 month _____

Instructions: Evaluate the employee’s work performance in relation to the requirements of the job and provide comments on the employee’s strengths and weaknesses. When possible, make note of any changes from the previous appraisal. Expand upon categories if necessary. If a category does not apply write “NA”. Acknowledge outstanding performance. Explain in detail any unsatisfactory work or work that needs improvement. Recommendations for improving work must be clear and understandable.

Knowledge of work – The employee possesses and applies the practical, Professional or technical knowledge to adequately perform the required duties: understands and follows applicable rules, procedures and statutes.

Quality of work – The employee strives for high performance standards; pays attention to important details; seeks to improve work product and working conditions; completes assignments timely and accurately; volume of work contributes to efficient flow of work within the department

Availability and punctuality – The employee regularly reports and is ready to work at the starting time; does not extend breaks or lunch periods; complies with prior notice and attendance requirements; does not leave work area unattended without authorization.

Interpersonal relationships – The employee attempts to maintain positive relationships with co-workers; seeks assistance and accepts direction from supervision when necessary; assists others when appropriate; provides the public with a positive experience whenever possible.

Communication skills – The employee is able to effectively communicate with others using the available means, i.e. oral, written, sign or TDD; written work product and oral presentations are well organized, clear and concise; pertinent points/ideas are conveyed logically and persuasively.

Initiative and creativity – The employee plans and organizes work in order to maximize efficiency; needs little direct supervision; seeks out new assignments; looks for improved methods or procedures to increase the quality of services provided; takes pride in work.

Problem analysis and decision making – The employee identifies problems as they occur; identifies and analyzes possible solutions; uses proper judgment and takes decisive action; employs follow-up procedures to evaluate action taken; works well under pressure.

Supervisory skills – The employee communicates well with employees; sets example for high quality work; coaches/trains employees on proper procedures and techniques; accessible to employees; maintains proper documentation for employee appraisals and discipline; enforces rules and administers discipline fairly and consistently; effectively handles conflict; delegates work and empowers employees.

Overall Comments:

It is the responsibility of the evaluator to meet and discuss the appraisal with the employee. The meeting should be conducted in a private, comfortable setting which should be free from interruptions to the extent possible. The participants are encouraged to provide frank and honest dialogue with the objective of maintaining and improving the overall quality of service provided by the employee which results in improved quality of the department. The signature of the evaluator and employee only signifies that the meeting has taken place. **THE EMPLOYEE'S SIGNATURE DOES NOT MEAN THAT SHE/HE AGREES WITH THE APPRAISAL.**

Evaluator's Signature

Date

Employee's Signature

Department Head's Signature