

PINAL COUNTY NON-SUPERVISORY PERFORMANCE APPRAISAL

Name:	Job Title:	Date:
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Department::	Supervisor:
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Period of Appraisal: From: _____ Through: _____	Reason for Appraisal: Annual _____ End of Probation _____ Special: _____
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JOB DESCRIPTION - Key Duties, Tasks and Responsibilities

EVALUATION OF PERFORMANCE - Place a check in the appropriate box and provide examples where required.

1. HOW MUCH DOES THIS EMPLOYEE KNOW ABOUT PRIMARY DUTIES? (Consider job knowledge and ability to apply that knowledge)

<input type="checkbox"/> Unsatisfactory performer. Performance falls well below requirements. Immediate correction necessary. Describe improvement necessary below.	<input type="checkbox"/> Does not consistently meet standards. Fulfills requirements in some, but not all required categories. Describe improvement necessary below.	<input type="checkbox"/> Consistently meets standards. Performance is comparable to most employees in this job classification.	<input type="checkbox"/> Frequently exceeds standards. Performance exceeds that of most, but not all, employees in this job classification Provide examples below.	<input type="checkbox"/> Performance far exceeds what is expected of a well trained individual in this position, and is among the best in this job group. Provide examples below.
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1a. Describe improvement needed and/or examples of exemplary performance here.

2. HOW WELL DOES THIS EMPLOYEE PERFORM ASSIGNED DUTIES? (Consider quality, quantity, and timeliness of duties)

<input type="checkbox"/> Unsatisfactory performer. Performance falls well below requirements. Immediate correction necessary. Describe improvement necessary below.	<input type="checkbox"/> Does not consistently meet standards. Fulfills requirements in some, but not all required categories. Describe improvement necessary below.	<input type="checkbox"/> Consistently meets standards. Performance is comparable to most employees in this job classification.	<input type="checkbox"/> Frequently exceeds standards. Performance exceeds that of most, but not all, employees in this job classification Provide examples below.	<input type="checkbox"/> Performance far exceeds what is expected of a well trained individual in this position, and is among the best in this job group. Provide examples below.
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2a. Describe improvement needed and/or examples of exemplary performance here.

3. HOW WELL DOES THIS EMPLOYEE PLAN AND ORGANIZE THE WORK? (Consider the employees ability to organize work and meet deadlines)

<p><input type="checkbox"/> Unsatisfactory performer. Performance falls well below requirements. Immediate correction necessary. Describe improvement necessary below.</p>	<p><input type="checkbox"/> Does not consistently meet standards. Fulfills requirements in some, but not all required categories. Describe improvement necessary below.</p>	<p><input type="checkbox"/> Consistently meets standards. Performance is comparable to most employees in this job classification.</p>	<p><input type="checkbox"/> Frequently exceeds standards. Performance exceeds that of most, but not all, employees in this job classification Provide examples below.</p>	<p><input type="checkbox"/> Performance far exceeds what is expected of a well trained individual in this position, and is among the best in this job group. Provide examples below.</p>
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3a. Describe improvement needed and/or examples of exemplary performance here.

4. HOW WELL DOES THIS EMPLOYEE OBSERVE WORK HOURS AND MEET ATTENDANCE EXPECTATIONS? (Consider number of days and occasions of absence as well as tardiness)

<p><input type="checkbox"/> Unsatisfactory performer. Performance falls well below requirements. Immediate correction necessary. Describe improvement necessary below.</p>	<p><input type="checkbox"/> Does not consistently meet standards. Fulfills requirements in some, but not all required categories. Describe improvement necessary below.</p>	<p><input type="checkbox"/> Consistently meets standards. Performance is comparable to most employees in this job classification.</p>	<p><input type="checkbox"/> Frequently exceeds standards. Performance exceeds that of most, but not all, employees in this job classification Provide examples below.</p>	<p><input type="checkbox"/> Performance far exceeds what is expected of a well trained individual in this position, and is among the best in this job group. Provide examples below.</p>
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4a. Describe improvement needed and/or examples of exemplary performance here.

5. DOES THIS EMPLOYEE DEMONSTRATE PROPER SAFETY, LOSS PREVENTION, AND CARE OF EQUIPMENT?

<p><input type="checkbox"/> Unsatisfactory performer. Employee has demonstrated unsafe behavior, lost or damaged County property this evaluation period. Describe improvement necessary below.</p>	<p><input type="checkbox"/> Does not consistently meet standards. Has not consistently displayed conscientious attitude toward safety or County Property. Describe improvement necessary below.</p>	<p><input type="checkbox"/> Consistently meets standards. Consistently displays conscientious attitude toward safety and County Property.</p>	<p><input type="checkbox"/> Frequently exceeds standards. Has demonstrated safety sensitive attitude, and high regard for protection of County property. Provide examples below.</p>	<p><input type="checkbox"/> Performance far exceeds what is expected of a well trained individual in this position. A role model for proper safety loss prevention, and equipment security. Provide examples below.</p>
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5a. Describe improvement needed and/or examples of exemplary performance here.

6. HOW WELL DOES THIS EMPLOYEE COMMUNICATE? (Consider both verbal and written communication)

 Unsatisfactory performer. Performance falls well below requirements. Immediate correction necessary. Describe improvement necessary below.	 Does not consistently meet standards. Fulfills requirements in some, but not all required categories. Describe improvement necessary below.	 Consistently meets standards. Performance is comparable to most employees in this job classification.	 Frequently exceeds standards. Performance exceeds that of most, but not all, employees in this job classification. Provide examples below.	 Performance far exceeds what is expected of a well trained individual in this position, and is among the best in this job group. Provide examples below.
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6a. Describe improvement needed and/or examples of exemplary performance here.

7. HOW WELL DOES THIS EMPLOYEE RELATE TO OTHERS? (Consider employees contact with peers, supervisors, and the public)

 Unsatisfactory performer. Performance falls well below requirements. Immediate correction necessary. Describe improvement necessary below.	 Does not consistently meet standards. Fulfills requirements in some, but not all required categories. Describe improvement necessary below.	 Consistently meets standards. Performance is comparable to most employees in this job classification.	 Frequently exceeds standards. Performance exceeds that of most, but not all, employees in this job classification. Provide examples below.	 Performance far exceeds what is expected of a well trained individual in this position, and is among the best in this job group. Provide examples below.
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7a. Describe improvement needed and/or examples of exemplary performance here.

8. HOW WELL DOES THIS EMPLOYEE ACCEPT CHANGE? (Consider employees willingness to accept changes to work processes, procedures and supervision)

 Unsatisfactory performer. Performance falls well below requirements. Immediate correction necessary. Describe improvement necessary below.	 Does not consistently meet standards. Fulfills requirements in some, but not all required categories. Describe improvement necessary below.	 Consistently meets standards. Performance is comparable to most employees in this job classification.	 Frequently exceeds standards. Performance exceeds that of most, but not all, employees in this job classification. Provide examples below.	 Performance far exceeds what is expected of a well trained individual in this position, and is among the best in this job group. Provide examples below.
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8a. Describe improvement needed and/or examples of exemplary performance here.

9. HOW EFFECTIVELY DOES THIS EMPLOYEE RESPOND TO STRESS? (Consider both stressful incidents and periods of prolonged stress in the work environment)

<input type="checkbox"/> Unsatisfactory performer. Performance falls well below requirements. Immediate correction necessary. Describe improvement necessary below.	<input type="checkbox"/> Does not consistently meet standards. Fulfills requirements in some, but not all required categories. Describe improvement necessary below.	<input type="checkbox"/> Consistently meets standards. Performance is comparable to most employees in this job classification.	<input type="checkbox"/> Frequently exceeds standards. Performance exceeds that of most, but not all, employees in this job classification. Provide examples below.	<input type="checkbox"/> Outstanding. Performance far exceeds what is expected of a well trained individual in this position, and is among the best in this job group. Provide examples below.
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9a. Describe improvement needed and/or examples of exemplary performance here.

10. SUMMARY RECOMMENDATION (Compare this employee to others in the same classification)

<input type="checkbox"/> Unsatisfactory performer. Performance falls well below requirements. Immediate correction necessary. Describe improvement necessary below.	<input type="checkbox"/> Does not consistently meet standards. Fulfills requirements in some, but not all required categories. Describe improvement necessary below.	<input type="checkbox"/> Consistently meets standards. Performance is comparable to most employees in this job classification.	<input type="checkbox"/> Frequently exceeds standards. Performance exceeds that of most, but not all, employees in this job classification. Provide examples below.	<input type="checkbox"/> Outstanding. Performance far exceeds what is expected of a well trained individual in this position, and is among the best in this job group. Provide examples below.
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11. EMPLOYEE DEVELOPMENT PLAN (Describe what can be done to improve those areas noted as below acceptable standards)

12. GOALS/OBJECTIVES FOR NEXT REVIEW PERIOD (Describe the standards to be met during the next review period)

Rater's Name:	Rater's Job Title:	Date:
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EMPLOYEE COMMENTS

Employee Signature:	Employee Title:	Date:
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