

# COUNTY, MONROE M - PERSONNEL COORDINATOR

## Basic Information

Please evaluate your staff using the rating scale below to score each Core Competency listed within this evaluation.

## Rating Scale Definition

**(5) EXCEPTIONAL:** Consistently exceeds all relevant performance standards. Highly productive, innovative, responsive, and generates top quality work.

**(4) EXCEEDS EXPECTATIONS:** Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, shows high degree of skill and knowledge in these areas.

**(3) MEETS EXPECTATIONS:** Employee is an effective and skillful worker. Consistently meets all relevant performance standards and completes all designated work tasks.

**(2) BELOW EXPECTATIONS:** Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has not shown adequate improvement over evaluation period.

**(1) NEEDS IMPROVEMENT:** Consistently falls short of performance standards.

Review Period Begin

Review Period End

Completion Date\*

Save

## Competencies

### JOB KNOWLEDGE

How well employee gets to the root of normal problems. Employee's understanding of related job functions, pertinent policies and procedures, and of the full job requirements.

Rating\*

Comments\*

Done

Cancel

### QUALITY OF WORK

Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization.

Rating\*

Comments\*

PRODUCTIVITY

*Achieves productivity standards that have been established for his/her organizational level or position.*

Rating\*

Comments\*

TIME MANAGEMENT

*Prioritizes tasks and manages time to ensure that deadlines are met.*

Rating\*

Comments\*

DEPENDABILITY

*Makes and fulfills commitments. Has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for his or her actions.*

Rating\*

Comments\*

ATTENDANCE

*Demonstrates reliability with timeliness and attendance for dates scheduled to work. Meets the established attendance standard for the department the employee is working in.*

Rating\*

Comments\*

COMMUNICATION

*Communicates effectively and appropriately. Uses good judgment as to what to communicate to whom.*

Rating\*

Comments\*

TEAMWORK

*Is an effective team player who adds complementary skills and contributes valuable ideas, opinions, and feedback.*

Rating\*

Comments\*

JUDGMENT/DECISION MAKING

*Employee's display of well-balanced thinking. Employee's thinking through of a problem. Employee's capacity to reach decisions quickly and accurately when necessary.*

Rating\*

Comments\*

ATTITUDE

*Employee's sustained efforts to approach the job in an enthusiastic manner and to achieve the objectives set daily for this position. The overall general interest displayed by the employee towards the position and the work at hand.*

Rating\*

Comments\*

## Summary Comments

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Manager Comments

## Employee Comments

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Employee Comments

### Employee Comments and Acknowledgement

Employee comments (optional)

**I acknowledge I have reviewed my evaluation with my supervisor.**

**I Acknowledge Evaluation**