

DEPARTMENT HEAD EVALUATION

Last Name, First Name – Position Title

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*

Competencies

MANAGING EMPLOYEE PERFORMANCE

Employee takes action to ensure that staff fully understand their roles, responsibilities, and performance standards/expectations and provides ongoing feedback and support as staff strive to achieve expectations. In the event action is needed to resolve conflicts with staff, manager does so in a manner that is best for both the organization and the individuals involved.

Rating*

Comments*

FISCAL MANAGEMENT

Employee administers adopted department budget within approved limits. Employee plans, organizes, and supervises economic utilization of County resources.

Rating*

Comments*

JOB KNOWLEDGE

Employee's ability to get 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*

QUALITY OF WORK

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

Rating*

Comments*

TIME MANAGEMENT

Employee demonstrates reliability with timeliness and attendance for dates scheduled to work. Prioritizes tasks and manages time to ensure that deadlines are met.

Rating*

Comments*

ORG & ANALYTICAL THINKING

Employee's establishment of effective job priorities. Employee's performance within time limits. The simultaneous handling of several assignments. Employee's use of a planned and thorough approach to problems. Employee's ability to break down problems into sub-components and then assess the costs, benefits, and risks of various options prior to selecting a particular approach.

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. Employee has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for their actions.

Rating*

Comments*

COMMUNICATION

Employee communicates effectively and appropriately. Employee uses good judgment as to what to communicate to whom. Employee has the ability to communicate to staff in a comprehensive manner so staff fully understand.

Rating*

Comments*

TEAMWORK

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

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*

Goal Date*

Description*

Rating*

Comments

Goal Date*

Description*

Rating*

Comments

Summary Comments

Administrator Comments

Employee Comments

Employee Comments

Employee Comments and Acknowledgement

Employee comments (optional)

I acknowledge I have reviewed my evaluation with my supervisor.