

## PERFORMANCE EVALUATION AND DEVELOPMENT PLAN

This evaluation is to be completed by the supervisor and discussed with the employee during a performance evaluation meeting. All forms will be received in the Personnel Department no later than the date specified annually.

Employee's Name \_\_\_\_\_ Position Title \_\_\_\_\_  
Department \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Evaluation Period Date \_\_\_\_\_

### Performance Factor Ratings 1-6 (County-Wide)

(Any rating of 1, 4 or 5 MUST have written support in the "Remarks" section.)

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#### 1. KNOWLEDGE OF WORK

Demonstrates effective application of required knowledge and skills in all phases of the job; learns new methods and techniques quickly.

1 Needs Improvement <input type="checkbox"/>	2 Progressing to Minimum Requirements <input type="checkbox"/>	3 Meets Job Requirements <input type="checkbox"/>	4 At Times Exceeds Job Requirements <input type="checkbox"/>	5 Consistently Exceeds Job Requirements <input type="checkbox"/>
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Remarks:

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#### 2. INITIATIVE/ATTITUDE

Originates or develops constructive ideas, readily accepts responsibility, change, direction and discipline, receives constructive criticism in a positive manner; shows confidence and pride in individual's work; contributes to good morale; positive attitude to department policies & procedures.

1 Needs Improvement <input type="checkbox"/>	2 Progressing to Minimum Requirements <input type="checkbox"/>	3 Meets Job Requirements <input type="checkbox"/>	4 At Times Exceeds Job Requirements <input type="checkbox"/>	5 Consistently Exceeds Job Requirements <input type="checkbox"/>
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Remarks:

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#### 3. COOPERATION/LOYALTY

Works well with others toward best interest of all; willingness to assume additional responsibilities; supports individual's superiors and good team player.

1 Needs Improvement <input type="checkbox"/>	2 Progressing to Minimum Requirements <input type="checkbox"/>	3 Meets Job Requirements <input type="checkbox"/>	4 At Times Exceeds Job Requirements <input type="checkbox"/>	5 Consistently Exceeds Job Requirements <input type="checkbox"/>
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Remarks:

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#### 4. PROBLEM SOLVING/JUDGMENT

Sizes up problems quickly; makes prompt, sound decisions after analyzing all relevant facts; shows good use of common sense; sound judgment under pressure.

1 Needs Improvement <input type="checkbox"/>	2 Progressing to Minimum Requirements <input type="checkbox"/>	3 Meets Job Requirements <input type="checkbox"/>	4 At Times Exceeds Job Requirements <input type="checkbox"/>	5 Consistently Exceeds Job Requirements <input type="checkbox"/>
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Remarks:

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5. COMMUNICATION/PUBLIC CONTACT

Expresses ideas clearly in speech and writing; listens effectively, keeps others informed as appropriate; uses tact and discretion; maintains self-control; shows ease and positive approach with public.

1  
Needs  
Improvement

2  
Progressing to  
Minimum Requirements

3  
Meets Job  
Requirements

4  
At Times Exceeds  
Job Requirements

5  
Consistently Exceeds  
Job Requirements

Remarks:

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6. PRODUCTIVITY/ATTENDANCE

Gets things done; good use of time management skills; maintains required standard for quality, quantity and schedules; minimal use of sick leave; arrives to work and leaves work as job requires.

1  
Needs  
Improvement

2  
Progressing to  
Minimum Requirements

3  
Meets Job  
Requirements

4  
At Times Exceeds  
Job Requirements

5  
Consistently Exceeds  
Job Requirements

Remarks:

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Please write in four (4) performance factors from the attached sheet and indicate the rating level for 7.-10.

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7.

1  
Needs  
Improvement

2  
Progressing to  
Minimum Requirements

3  
Meets Job  
Requirements

4  
At Times Exceeds  
Job Requirements

5  
Consistently Exceeds  
Job Requirements

Remarks:

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8.

1  
Needs  
Improvement

2  
Progressing to  
Minimum Requirements

3  
Meets Job  
Requirements

4  
At Times Exceeds  
Job Requirements

5  
Consistently Exceeds  
Job Requirements

Remarks:

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9.

1  
Needs  
Improvement

2  
Progressing to  
Minimum Requirements

3  
Meets Job  
Requirements

4  
At Times Exceeds  
Job Requirements

5  
Consistently Exceeds  
Job Requirements

Remarks:

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10.

1  
Needs  
Improvement

2  
Progressing to  
Minimum Requirements

3  
Meets Job  
Requirements

4  
At Times Exceeds  
Job Requirements

5  
Consistently Exceeds  
Job Requirements

Remarks:

DEVELOPMENT PLANS: Outline specific plans for the employee to further develop their performance over the next evaluation period. Examples include special assignments, coaching, reading, improvement steps, in-house and/or outside training, courses, etc.

OVERALL PERFORMANCE (for the review period)

(Total the numbers corresponding to the checked boxes for 1.-10. above and check the appropriate box in the left column below)

- |                          |   |              |
|--------------------------|---|--------------|
| <input type="checkbox"/> | Needs Improvement                       | 10-19 Points |
| <input type="checkbox"/> | Progressing to Minimum Requirements     | 20-29 Points |
| <input type="checkbox"/> | Meeting Job Requirements                | 30-39 Points |
| <input type="checkbox"/> | At Times Exceeding Job Requirements     | 40-45 Points |
| <input type="checkbox"/> | Consistently Exceeding Job Requirements | 46-50 Points |

ADDITIONAL COMMENTS OR OBSERVATIONS BY SUPERVISOR AND/OR EMPLOYEE

Discussed with employee on (date): \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
E.O. or Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

By signing this evaluation, the employee indicates they have read over the evaluation. Their signature does not necessarily constitute agreement or disagreement with the evaluation.

## PERFORMANCE FACTOR DESCRIPTIONS

### SPECIFIC TO INDIVIDUAL POSITION (CHOOSE FOUR FOR FACTORS 7-10)

Please concentrate on the bold typed performance factors when evaluating an employee. Some of the descriptors under the performance factor may not be applicable, but the performance factor still applies. For example, an employee may not have a uniform, leather and/or equipment, but the APPEARANCE performance factor still applies for the position and employee you are evaluating.

#### **APPEARANCE**

Personal (cleanliness, grooming)  
Posture and carriage (office, public, vehicle/equipment)  
Uniform, leather and/or equipment  
Dresses appropriately for position

#### **DEVELOPMENT OF EMPLOYEES**

Identifies development needs  
Prepares and implements development plans  
Encourages self-development  
Delegates duties effectively  
Tries to learn different aspects of job

#### **DRIVING ABILITY**

Exercises speed control  
Familiar with defensive driving practices  
Properly uses blue lights and siren  
Knows the hazards of high-speed driving  
Understands importance of safety  
Parks vehicle properly during officer-violator contacts  
Completes safe driving course

#### **LEADERSHIP/SUPERVISION**

Sets high performance standards  
Motivates others effectively  
Gets results through others  
Teaches leadership skills as necessary

#### **MACHINE OPERATIONS**

Maintains proper operation of equipment  
Operates equipment in a safe manner Treats equipment with respect  
Strives to maximize performance of equipment

#### **PLANNING/ORGANIZING**

Sets and meets realistic target dates  
Arranges work for most efficient handling  
Uses time effectively  
Sensitive to impact on other departments

#### **REPORT WRITING**

Able to express one's self in writing Uses proper grammar and punctuation Produces accurate, complete and neat reports Familiar with department reports  
Turns in tickets on a timely basis  
Completes appropriate documentation

#### **SAFETY**

Proper use of equipment, tools, etc.  
Uses proper safety techniques & procedures  
Aware of safety hazards  
Knows limitations of job

#### **DEPENDABILITY**

Does job well with minimum supervision  
Takes care of necessary tasks promptly  
Comes to work daily; conforms to work hours  
Handles assignments with little difficulty

#### **AMBITION/CREATIVITY**

Desires to attain goals  
Puts forth extra effort  
Strives for excellence in job  
Suggests creative ways to do things better

#### **PUBLIC COMMENTS/FEEDBACK**

Citizens provide positive feedback  
Imparts sociability and warmth to public  
Inspires other employees to be courteous

#### **STABILITY**

Ability to withstand pressure and remain calm  
Not jumpy and nervous under stress  
Presents self to others with genuine confidence

#### **HOUSEKEEPING**

Maintains a clean work area  
Tools and equipment in proper locations

#### **SKILL LEVEL**

Demonstrate knowledge and skill of specific job  
Demonstrates effective use of equipment  
Exhibits professional skills per job requirements  
Efficient and effective use of District resources  
Maintains certifications as required