Reset Form

ERIE COUNTY, SANDUSKY, OHIO – EMPLOYEE PERFORMANCE EVALUATION

(See instructions on other side and in manual)

Employee Name (last name first)	Social Security Number	Department & Division	Type of Rating ☐ Probationary ☐ Annual ☐ Special

PLACE AN X ON APPROPRIATE NUMBER AT TIME OF INTERVIEW

1. QUALITY OF WORK (accuracy, neatness, thoroughness)

Inferior Work		Rather Careless		Meets Requirements		Highly Accurate		Exceptional
0 1 2	3 4 5	6 7 8	9 10 11	12 13 14 15				

2. QUANTITY OF WORK (volume, amount, speed)

Very Slow		Insufficient		Moderate		Rapid Worker		Highly Productive
0 1 2	3 4 5	6 7 8	9 10 11	12 13 14 15				

3. KNOWLEDGE OF WORK (understanding of responsibilities)

Almost None		Limited		Adequate		Good Understanding		Excellent Comprehension
0 1	2 3	4 5	6 7	8 9 10				

4. ADAPTABILITY (adjustment to change, ability to learn)

Unable to Adapt		Slow in Learning		Satisfactory		Adapts Readily		Rapid Learner
0 1	2 3	4 5	6 7	8 9 10				

5. DEPENDABILITY (reliability, accountability, punctuality)

Needs Constant Supervision		Needs Frequent Checking		Usually Dependable		Seldom Needs Checking		Highly Reliable
0 1	2 3	4 5	6 7	8 9 10				

6. COOPERATION (working with other employees, attitude)

Troublemaker		Has Difficulty		Generally Cooperative		Gets Along Well		Excellent Relations
0 1	2 3	4 5	6 7	8 9 10				

7. JUDGMENT (ability to make decisions, plan work)

Disorganized Illogical		Limited Judgment		Plans Well		Logical Thinker		Creative
0 1	2 3	4 5	6 7	8 9 10				

8. INITIATIVE (motivation, interest in work, work control)

Lazy Indifferent		Needs Pushing		Adequate		Considerable Initiative		Highly Motivated
0 1	2 3	4 5	6 7	8 9 10				

9. PERSONALITY (courtesy, appearance, public relations)

Rude, slovenly		Indifferent		Adequate for job		Polite Courteous		Exceptional
0 1	2 3	4 5	6 7	8 9 10				

SIGN TO INDICATE ACKNOWLEDGEMENT, BUT NOT NECESSARILY AGREEMENT. ***(comment if desired)***

_____

_____

Signature _____ **Date** _____

RATER'S COMMENTS *(Constructive interview, participation of employee, established objective – see reverse side.)*

Signature **Date**

APPOINTING AUTHORITY RECOMMENDATION

Signature **Date**

REVIEWER'S COMMENTS

Signature **Date**

INSTRUCTIONS

GENERAL PURPOSE. The general purpose of the performance evaluation program is to improve the level of performance of the employee. This can only be done if ratings are made honestly and conscientiously are discussed with the employee in a constructive and friendly fashion. The ratings may also be used in evaluating potentialities for promotion or in considering employees for layoff.

RATING RESPONSIBILITY. Each employee should be rated by the immediate supervisor to whom he is regularly assigned. The review of ratings may be made by persons designated by the appointing authority.

PROCEDURE. His evaluation of the employee on each trait should be indicated by circling a number at the appropriate place on the scale. The employee should be evaluated with reference to the requirements of the job which he holds. If specific standards of job performance have been established, they should be considered independently of the others, so far as possible. The ratings should be discussed with the employee, attempting to show those aspects of his work which need improvement, as well as those which deserve commendation.

INTERPRETATION. The brief descriptive phrases inserted above each scale are intended to be illustrative of the behavior which would justify a rating in that portion of the scale. A rating in the lowest fifth of any scale is an indication of definitely unsatisfactory performance. A rating in the next section indicates that the employee's performance needs improvement. A rating in the middle section signifies that the employee adequately meets the requirements of the job which he holds. In the next section, a rating indicates performance which is definitely better than that normally expected on the job. A rating in the last fifth indicates clearly exceptional and superior performance, characteristic of only few individuals.

Major areas for improvement	Major strengths