

**LOCAL HEALTH DEPARTMENT EMPLOYEE
PERFORMANCE EVALUATION**

Required Evaluation Factors

Performance Orientation - The concern for producing results while working toward a standard of excellence.

Observations/Comments:

Choose an item.

Communication - The extent to which the employee effectively listens, conveys and receives ideas, information and direction.

Observations/Comments:

Choose an item.

Concern for Accuracy - Reflects an underlying need to reduce confusion and variation in work processes. It is expressed as monitoring and checking the accuracy of work or information and insisting on clarity of roles and functions.

Observations/Comments:

Choose an item.

Organizational Awareness - The ability to be aware of specific responsibilities of persons who are united as a group for the accomplishment of common mission and goals.

Observations/Comments:

Choose an item.

Position Knowledge - The extent to which the employee knows the details of the position and performs accordingly.

Observations/Comments:

Choose an item.

Service Orientation - The desire and demonstration to help or serve others, to be aware of the needs of others and meet their needs. This involves the ability to develop trust in all relationships to increase the level of trust in the organization.

Observations/Comments:

Choose an item.

Additional Evaluation Factors

Collaboration - The ability to work together or to cooperate together.

Observations/Comments:

Choose an item.

Flexibility/Adaptability - The ability and willingness to alter opinions, behavior and/or attitudes in the light of new information, changing situations and/or different environments and cultures. It also refers to the ability to adapt to and work effectively and efficiently within a variety of situations, and with various individuals or groups.

Observations/Comments:

Choose an item.

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Leadership - The extent to which the employee influences others to strive toward objectives; inspires staff to productive achievement; provides environment for self-motivation and teamwork.

Observations/Comments:

Choose an item.

Productivity - Ability to produce useful and/or favorable results.

Observations/Comments:

Choose an item.

Quality - The extent to which the employee neatly, thoroughly, and accurately completes job assignments according to established standards of quality.

Observations/Comments:

Choose an item.

Teamwork - The ability to work together with others, to be part of a team, as opposed to working separately or competitively.

Observations/Comments:

Choose an item.

Other Competencies for the position (identify as indicated)

Observations/Comments:

Choose an item.

Supervisory Evaluation Factors

Staff Development - Recognizes and develops skills of subordinates. Provides ongoing coaching and performance feedback.

Observations/Comments:

Choose an item.

Functional/Departmental Planning - Anticipates needs, determines priorities and establishes appropriate course of action.

Observations/Comments:

Choose an item.

Decision Making - Arrives at sound decisions with positive results, takes action and commits to the decision and its results.

Observations/Comments:

Choose an item.

List Performance Strengths:

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List Areas for Growth:

Supervisor's Comments About Performance Discussion:

Employee's Comments About Performance Discussion:

Objectives and Goals for Next Performance Period

Employee Development Plan

Overall Rating for this Evaluation Period: _____

Beginning Date of Rating Period: _____ Ending Date of Rating Period: _____

Appraiser's Signature: _____ Date: _____

Second Level Management Signature: _____ Date: _____

Employee's Signature: _____ Date: _____