

EMPLOYEE PERFORMANCE APPRAISAL

LOCAL HEALTH DEPARTMENTS OF KENTUCKY

Part I

Employee's Name – Last, First, Middle		Social Security Number	Position Title
Agency		Work Station	
Period of Appraisal From: _____ To: _____		Type of Appraisal <input type="checkbox"/> Annual <input type="checkbox"/> Other _____ <input type="checkbox"/> Probationary _____	Date due

Instructions: An evaluation must be completed at least annually on each employee and is required prior to completion of a Probationary Period or the denial of an Annual Increment.

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| <ol style="list-style-type: none"> 1. Complete all items in Part I 2. Complete Parts II–IV 3. Record overall evaluation in Part VII; sign and date appropriately | <ol style="list-style-type: none"> 4. Discuss with employee in conference 5. Allow employee review, comment and signature 6. As appropriate, make changes and complete signatures 7. Place a copy in the employee's file and send a copy to the Merit System Office |
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(See Parts II–IV on the back)

Part V: Remarks by supervisor. Give brief narrative of evaluation of employee. List recommendations and suggestion. Briefly state performance GOALS for next evaluation period.

Part VI: (optional) Remarks by employee. Indicate your work objectives and goals for the next evaluation period. You may comment in this section or submit additional comments if you do not concur with evaluation.

Part VII: Overall Evaluation of Employee

- Inadequate
 Below Requirements
 Meets Requirements
 Exceeds Requirements
 Outstanding

- Part VIII: Recommendation**
 Employee should receive increment
 Employee should not receive increment
 Employee should receive permanent status
 Employee should not receive permanent status

Employee's Signature: I hereby certify that this rating has been discussed with me by my supervisor
 I Concur
 I Do Not Concur

Supervisor's Signature	Title	Date
Reviewer's Signature	Title	Date

Employee's Name _____

PERFORMANCE ELEMENTS

	INADEQUATE	BELOW REQUIREMENTS	MEETS REQUIREMENTS	EXCEEDS REQUIREMENTS	OUTSTANDING	NOT APPLICABLE
1. Completes work assignments.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does routine work without specific instructions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Remembers office or agency procedures and operates according to them.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Meets deadlines when they exist.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Listens to and <u>accepts</u> instructions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Shifts to new tasks when priorities change.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does work <u>accurately</u> and quickly.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Checks work for <u>accuracy</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Files or keeps records <u>accurately</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is interested in and concerned about work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Gets along with co-workers to accomplish job tasks.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Discusses assignments and problems with superior.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Deals <u>tactfully</u> with the public on the telephone or in person.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Uses sick leave <u>appropriately</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Expresses ideas well in writing.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Expresses ideas well orally.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Possesses the technical knowledge/skill to handle assignments.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is <u>faithful</u> and punctual in attendance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Looks for opportunities to develop greater skills in the job.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Meets or exceeds expectations of quantity of work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Meets or exceeds quality of work demanded by program goals and <u>objectives</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Approaches assignments in a <u>positive</u> manner.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Exercises care in the use of equipment and supplies.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Establishes priorities in work assignments in order to <u>efficiently</u> accomplish job tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Is willing to work overtime when job duties demand it.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part III: TO BE COMPLETED ONLY FOR EMPLOYEES WHO CURRENTLY HOLD SUPERVISORY POSITIONS

1. Plans and organizes to accomplish work goals.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Trains and instructs subordinates.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Evaluates subordinates <u>objectively</u> on the basis of work performance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Coordinates distribution of workloads for maximum <u>efficiency</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Exercises <u>appropriate</u> management control to accomplish work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrates <u>leadership</u> in problem solving, policy statements and procedural recommendations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Exercises operational <u>economy</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Exercises courtesy in dealing with employees, other superiors and the public.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Understands the value of team work and approaches problems with that understanding.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Disciplines in a consistent and constructive manner.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Exercises <u>innovative</u> methods to solve problems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Analyzes the cause of problems <u>effectively</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Possesses sound technical judgment as evidenced by <u>effective</u> solutions to work problems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Demonstrates administrative or managerial <u>professionalism</u> in handling of work, people and issues.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Exercises sufficient <u>tenacity</u> to accomplish work goals within the prescribed limits of time and resources.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part IV: NUMBER OF ELEMENTS CHECKED

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Final rating is based upon overall evaluation with appropriate weight given to the most significant performance elements.