CH-40B 5/2019

# LOCAL HEALTH DEPARTMENT EMPLOYEE PERFORMANCE EVALUATION

Name	Social Security #	
Classification	Title Code	
Health Department		
Work Station		
Review Period	Evaluator	
Type of Evaluation Initial Probationary Annual Evaluation Special Evaluation	1 <sup>st</sup> Interim Meeting 2 <sup>nd</sup> Interim Meeting	
Identified Competencies for Measuring Employee Performance:		
Required: Communication Concern for Accuracy Organizational Awareness Performance Orientation Position Knowledge Service Orientation	Additional: Collaboration Flexibility/Adaptability Leadership Productivity Quality Teamwork Others as Selected by Supervisor	

# **Evaluation Criteria:**

- **HC** consistently demonstrates **HIGHLY COMMENDABLE** skills surpassing expectations in the execution of the majority of critical job responsibilities and objectives; makes exceptional contributions to the overall functioning of a department by demonstrating initiative, flexibility, and creativity in addressing issues and/or developing systems, procedures, or enhancements for greater efficiencies and effectiveness; possesses superior skills and knowledge; constantly anticipates and/or responds quickly to changing situations and departmental needs; constantly contributes workable solutions to projects or problems; demonstrates work of a superior quality; and is a solution-oriented team player that maintains and promotes excellent working relationships.
- **PC** consistently demonstrates **PROFICIENT** and **COMMENDABLE** skill in the execution of the majority of critical job responsibilities and objectives; makes important contributions to the overall functioning of a unit/dept. by demonstrating solid performance with respect to productivity and quality of work and possesses strong skills and knowledge; is a strong team player who maintains and promotes good working relationships.
- **EC** competently demonstrates **EFFECTIVE** and **COMPETENT** performance in the execution of the majority of critical job responsibilities and objectives; makes positive contributions to the overall functioning of a unit/dept. by demonstrating sufficient performance with respect to productivity and quality of work; possesses appropriate level of skills and knowledge, seeking opportunities to develop; is a team player who maintains and promotes positive working relationships; work behaviors positively influences the work group; and readily adjusts to changing situations and work assignments.
- **ND** overall performance **NEEDS DEVELOPMENT** to ensure consistent execution of all job responsibilities and objectives; demonstrates success in some areas but guidance/direction/monitoring in other areas has been needed; performance factors/competencies as addressed above need further development and/or consistent application.
- **U** overall performance **UNACCEPTABLE**; job responsibilities and objectives have not been consistently met; performance requires close monitoring and has not kept pace with requirements; successes have been only occasional or of minimal impact; performance has failed to improve to demonstrate sufficient level of competencies required.

# 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.

# LOCAL HEALTH DEPARTMENT EMPLOYEE PERFORMANCE EVALUATION

staff to productive achievement; provides environment for self-motivation and teamwork.  Observations/Comments:		
Choose an item.		
Oncode 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.		
<b>Teamwork -</b> 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		
<u>Staff Development</u> - Recognizes and develops skills of subordinates. Provides ongoing coaching and performance feedback.		
Observations/Comments:		
Choose an item.		
Choose an item.		
Functional/Departmental Planning - Anticipates needs, determines priorities and establishes		
<u>Functional/Departmental Planning</u> - Anticipates needs, determines priorities and establishes appropriate course of action.		
Functional/Departmental Planning - Anticipates needs, determines priorities and establishes appropriate course of action.  Observations/Comments:		
appropriate course of action.		
appropriate course of action.  Observations/Comments:		
appropriate course of action.  Observations/Comments:  Choose an item.  Decision Making - Arrives at sound decisions with positive results, takes action and commits to the		
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.		
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:		
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.		
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:		
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.		
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:		
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.		
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.		
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.		

# LOCAL HEALTH DEPARTMENT EMPLOYEE PERFORMANCE EVALUATION

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	e of Rating Period:	
Appraiser's Signature:	Date:	
Second Level Management Signature:	Date:	
Employee's Signature:	Date:	