



# UTAH COUNTY EMPLOYEE PERFORMANCE APPRAISAL SYSTEM (Updated)

01-10) Appraisal Period: \_\_\_\_\_ to \_\_\_\_\_ Review Date: \_\_\_\_\_

Evaluation Type 3 Month Probation Trial Period Annual Review Other

Employee's Name: \_\_\_\_\_

Employee Identification Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Function: \_\_\_\_\_

Class Code: \_\_\_\_\_

Department: \_\_\_\_\_

Print name of evaluator: \_\_\_\_\_

## PERFORMANCE PLANNING

1. Review current job description. Notify the Personnel Department if any changes are necessary.
2. Review the established Standards of Conduct with the employee.
3. Using the current job description, develop a minimum of three Job Description Standards. Enter them in the Job Description Standards column. It is not necessary to develop new Job Description Standards every appraisal period unless the essential functions of the job have been significantly altered and affect the validity of the existing standards.
4. Weight established Job Description Standards. The sum of the weights for the Job Description Standards established by the employee and the supervisor must total 70. The sum of the weights for the Standards of Conduct equals 30. The sum of both totals must equal 100. Giving a Job Description Standard a higher weight indicates that it is more important than others with lower weights. Listing the most important aspects of the job or the aspects which take up the most time may help in deciding what weight to assign Job Description Standards. Job Description Standards and their assigned weights must be consistent within the department for positions that are the same classification and function.
5. (OPTIONAL) Employee establishes individual job related goals and enters them in the Employee Goals section. The setting of individual employee goals and progress evaluation is considered optional and not calculated into the Employee Performance Appraisal's Final Score.
6. Employee and supervisor sign the Performance Planning section to verify that Job Description Standards and Standards of Conduct have been reviewed and discussed.
7. Frequently document performance and conduct during appraisal period.

\_\_\_\_\_ Check if the current job description is accurate or if revisions have been submitted to the Personnel Department

\_\_\_\_\_ Check if you have reviewed and discussed the Job Description Standards and Standards of Conduct as stated in this Employee

Performance Appraisal and the standards have been reviewed for the next appraisal period.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

## PERFORMANCE APPRAISAL

1. Discuss the employee's performance during the appraisal period including adherence to the Standards of Conduct. Enter comments in the Appraiser's Comments column or attach on a separate sheet of paper.
2. Rate each Job Description Standard and Standard of Conduct and enter the appropriate number of Performance Points in the Points column. In rating Job Description Standards and Standards of Conduct, use the Performance Points Rating Scale provided on the back of the Employee Performance Appraisal System. Multiply the weight of each Standard by the assigned points, sum products, divide by 100, and enter amount in the Final Score box.
3. Supervisor signs and either Department Head, or individual authorized by Department Head, reviews and signs Employee Performance Appraisal. Supervisor meets with employee and discusses scores and feedback. Employee indicates agreement or disagreement, makes comments, and signs Employee Performance Appraisal. Form is forwarded to the Personnel Department for processing.
4. Obtain a new Employee Performance Appraisal form and conduct performance planning with the employee for the next appraisal. Form is forwarded to the Personnel Department for file.

This Employee Performance Appraisal has been objectively completed by me based on my actual observations and applicable feedback regarding the employee.

This Employee Performance Appraisal has been discussed with me and I received a copy.

1) \_\_\_\_\_

3) \_\_\_\_\_

Supervisor /Evaluator's Signature

Date

Employee's Signature

Date

I Concur with this Employee Performance Appraisal:

2) \_\_\_\_\_

4) \_\_\_\_\_

Department Head or Designee

Date

Personnel Director or Designee

Date

TOTAL= \_\_\_\_\_

TOTAL/100 equals  
FINAL SCORE:

**JOB DESCRIPTION STANDARDS EXPECTED FOR EMPLOYEES WITH AT LEAST ONE YEAR SERVICE IN THIS POSITION CLASSIFICATION.(Total Weight for Job Description Standards must equal 70)**

**WEIGHT**

- 1.
- 2.
- 3.
- 4.
- 5.

**STANDARDS OF CONDUCT (The Standards of Conduct apply to all positions and constitute 30 of the 100 possible points)**

The characteristics described in the Standards of Conduct reflect the expectations for a *Proficient* employee. An employee who performs at this level receives 3 points on the Performance Points Rating Scale.

6. **Teamwork/Cooperation/Attitude:** Works professionally with those contacted in the course of work activities and displays a positive attitude. Fulfills individual responsibilities in support of the team and responds to team priorities in a timely manner. Employee is receptive to feedback, open to change, and willing to make necessary adjustments. Justification for a higher score may include: pro-active efforts to motivate and build team morale; consistently working harmoniously with others; and making substantial efforts to team goals.
7. **Judgement/Problem Solving:** Evaluates and prioritizes situations and assignments accurately and seeks guidance and assistance as needed. Implements appropriate action after developing and examining alternative solutions based on logical assumptions and factual information. Maintains the confidentiality of County, customers, and legal records. Justification for a higher score may include: independent judgement that takes into consideration resources, constraints, and organizational values which benefit the department.
8. **Communication/Public Relations:** Relays in an accurate and timely manner, factual information to customers, staff, and supervisor. Effectively expresses information orally and in writing and listens to the views of others. Consistently keeps staff and supervisor informed of progress and problems in a timely manner. Discusses issues and concerns honestly and provides effective feedback to staff and supervisor when requested. Justification for a higher score may include: pro-active efforts to improve communication and/or customer service within a department.
9. **Attendance/Punctuality:** Accepts responsibility as assigned and meets deadlines on a consistent basis. Employee arrives for work as scheduled and performs duties during scheduled shift, including adherence to policies regarding breaks and meal periods. Vacation leave is requested in advance of need and sick leave usage is reported within the first hour of the shift or in compliance with department policies. Sick leave usage is not excessive and does not impact the employee's level of performance or burden co-workers. Attends required meetings.
10. **Adaptability/Initiative/Creativity:** Performs assigned duties and offers assistance to others. Provides solutions to problems as they arise with minimal supervision. Willingly implements new ideas and adjusts to new procedures and policies. Demonstrates flexibility and resourcefulness to adapt in new situations and under pressure. Maintains up-to-date knowledge in technical job-related topics. Justification for a higher score may include: pro-active efforts to implement or develop new work processes; and accomplishing progressive tasks without being specifically assigned to do so.

**TOTAL WEIGHT =**

**additional space is required for appraiser's comments, please include them on a separate sheet of paper and attach to the appraisal form.**

POINTS	TOTAL (weight X points)	APPRAISER'S COMMENTS
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
6.	6.	
7.	7.	
8.	8.	
9.	9.	
10.	10.	

TOTAL= \_\_\_\_\_

TOTAL/100 equals FINAL SCORE:

Personnel Director approved extension of Probation or Trial Period by \_\_\_\_\_ months.

List required licensure(s), certifications for this position:

Has employee completed and/or maintained all required licensure(s), certifications for this position during this evaluation period:

Yes

No\*Please list

Employee has attended all mandatory training during this evaluation period?

Yes

No\*Please list

Employee operates a County vehicle (or other vehicle) on County Business?

Yes

No

If yes, employee has a valid Utah drivers license?

Yes

No

License Class: \_\_\_\_\_

Endorsements: \_\_\_\_\_

**EMPLOYEE GOALS (OPTIONAL):** The setting of employee goals and progress evaluation is considered optional and not calculated into the Employee Performance Appraisal's Final Score.

1.

2.

3.

**EMPLOYEE COMMENTS:** I agree or disagree with this Employee Performance Appraisal. Explain why. (If additional space is required for employee comments, please include them on a separate piece of paper and attach to the appraisal form.)

Employee's Signature

Date

\*\*\*\*\***PERFORMANCE POINTS RATING SCALE**\*\*\*\*\*

5 points **EXCEPTIONAL:** Performance is notably superior and always well above the Performance Standards set for the position. Employee's level of work and initiatives significantly advance and improve the work flow of the department and the County's interests. In addition, employee makes major contributions or had major achievements in the areas of quality service, efficiency, and mastery of knowledge and skills. This rating requires detailed justification including specific incidents of achievement.

4 points **EXCEEDS EXPECTATIONS:** Employee's performance demonstrates consistent work efforts and abilities significantly above the expectations for the position. Employee is always receptive and responsive to instructions from supervisor. The employee serves as an example to other employees. This rating requires detailed justification including specific incidents of achievement.

3 points **PROFICIENT:** Performance Standards are completed on time successfully and proficiently. Employee is consistently receptive and responsive to the instructions of the supervisor. Employee's performance meets the expectations for the position but opportunities for improvement remain. Details indicating the attainment of job description standards are required.

2 points **NEEDS IMPROVEMENT:** Employee performance is inconsistent and may negatively impact co-workers. Performance is below the expectations for the position. The employee's acceptance and response to instruction from the supervisor is inconsistent and/or incomplete. Additional effort is needed to improve performance. The supervisor must document how and why performance must improve.

1 point **UNACCEPTABLE:** Employee does not perform, or make reasonable efforts to achieve, Performance Standards. Employee's performance has not shown sufficient improvements. Employee repeatedly makes errors, does not typically respond positively to instructions, and fails to get the job done. Employee's performance does not meet minimum performance levels and appropriate action must be implemented and documented.