

LARIMER COUNTY EMPLOYEE EVALUATION

Employee's Name	Department	Position
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REASON FOR EVALUATION	<input type="checkbox"/> First Probation Report <input type="checkbox"/> Final Probation Report	<input type="checkbox"/> Merit Review <input type="checkbox"/> Promotion	<input type="checkbox"/> Disciplinary Action <input type="checkbox"/> Termination/Layoff	<input type="checkbox"/> Other – Explain: _____
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GENERAL INSTRUCTIONS

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| <ol style="list-style-type: none"> 1. This form should be completed by employee's immediate supervisor. 2. The evaluation must be discussed with the employee upon completion. 3. The Department Head has the right to review and change any scoring aspect. 4. Performance factors 1 – 5 must be completed for non-supervisory employee. 5. All 6 factors must be completed for supervisory employees. | <ol style="list-style-type: none"> 6. You may complete performance factor 6 on non-supervisory employee. 7. Weighting factors must equal 10.0. 8. Weighting factors must be assigned in .5 increments (example 0.5, 1.0, 1.5, 2.0, etc.) 9. No single performance factor will be weighted more than 5.0. 10. No single performance factor shall be weighted less than 0.5. 11. Performance values can be assigned in whole numbers or 0.1 increments (examples 1.5, 3.0, 3.2, 4.5, 4.7, etc.) |
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PERFORMANCE VALUE DEFINITIONS

1 – 1.9 CONSISTENTLY FAILS TO ACHIEVE WHAT IS EXPECTED	2 – 2.9 OCCASIONALLY FAILS TO ACHIEVE WHAT IS EXPECTED	3 – 3.9 CONSISTENTLY ACHIEVES WHAT IS EXPECTED	4 – 4.9 FREQUENTLY EXCEEDS WHAT IS EXPECTED	5 CONSISTENTLY EXCEEDS WHAT IS EXPECTED
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PERFORMANCE FACTORS	Weighting Factor	PERFORMANCE VALUES					Sub Total
		1	2	3	4	5	
1. Quality of Work Consider the extent to which completed work is accurate, neat, well-organized, thorough and applicable.							
2. Quantity of Work Consider the extent to which the amount of work completed compares to quantity standards or deadlines for the job or compares to quantity produced by other employees.							
3. Taking Action Independently Consider the extent to which the employee shows initiative in making work improvements, identifies and corrects errors, develops new work tasks, or solves problems.							
4. Working with People Consider the extent to which the employee works cooperatively with others, provides customer service to internal and/or external customers, treats others with respect and courtesy, recognizes and maintains standards of satisfaction, and works with the public in a positive manner.							
5. Work Habits Consider how well the employee organizes and uses work tools and time, cares for equipment, is reliable and punctual, observes established standards, follows directions.							
6. Effectiveness of Supervision Consider how well the supervisor leads, directs and utilizes subordinates, conducts performance reviews, administers policies and procedures effectively and fairly among subordinates, distributes work assignments.							

Overall Employee Evaluation:						Total:	50
<input type="checkbox"/> 10 – 19.99 Unsatisfactory*	<input type="checkbox"/> 20 – 27.99 Below Standard*	<input type="checkbox"/> 28 – 37.99 Standard	<input type="checkbox"/> 38 – 45.99 Above Standard	<input type="checkbox"/> 46 – 50 Outstanding*			
*Attach narrative describing an evaluation of unsatisfactory, below standard, or outstanding.						<input type="checkbox"/> Check if narrative is attached.	

Supervisor's Name and Signature	Date
Next Higher Level Supervisor's Signature	Date
Department Head Signature	Date
This evaluation has been discussed with me, however, I may not necessarily agree with the overall evaluation.	
Employee's Signature	Date

Original – Personnel File