

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

<b>1 – 1.9</b> CONSISTENTLY FAILS TO ACHIEVE WHAT IS EXPECTED	<b>2 – 2.9</b> OCCASIONALLY FAILS TO ACHIEVE WHAT IS EXPECTED	<b>3 – 3.9</b> CONSISTENTLY ACHIEVES WHAT IS EXPECTED	<b>4 – 4.9</b> FREQUENTLY EXCEEDS WHAT IS EXPECTED	<b>5</b> CONSISTENTLY EXCEEDS WHAT IS EXPECTED
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PERFORMANCE FACTORS	Weighting Factor	PERFORMANCE VALUES					Sub Total
		1	2	3	4	5	
<b>1. Quality of Work</b> Consider the extent to which completed work is accurate, neat, well-organized, thorough and applicable.							
<b>2. Quantity of Work</b> 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.							
<b>3. Taking Action Independently</b> Consider the extent to which the employee shows initiative in making work improvements, identifies and corrects errors, develops new work tasks, or solves problems.							
<b>4. Working with People</b> 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.							
<b>5. Work Habits</b> Consider how well the employee organizes and uses work tools and time, cares for equipment, is reliable and punctual, observes established standards, follows directions.							
<b>6. Effectiveness of Supervision</b> 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:						<b>Total:</b>	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