

**MIAMI COUNTY
PERSONNEL POLICY MANUAL**

ANNUAL PERFORMANCE EVALUATION FORM	FORM 4 PAGE 1 OF 4
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Date: _____

Employee: _____

Official Job Title: _____ Department: _____

Review Period: From: _____ To: _____

Employment Date: _____

The purposes of this performance review are to identify specific indicators of achievement, to pin-point areas of greatest/least effectiveness to stimulate improved performance to develop mutually understood goals, and to provide career development guidance.

The formal performance review occurs at least annually and is placed in each employee's official personnel file in the Human Resources Office.

Definitions of term:

Superior: Far exceeded the normal expectations for the position. (This rating must be justified). Above

Standard: Accomplishments were above expected level or essential requirements.

Meets Standard: Performance was consistently acceptable but did not exceed job requirements.

Below Standard: Performance met most essential requirements of job; however, work guidance and checking Improvement should be expected.

Unsatisfactory: Performance obviously substandard; needed a high degree of supervision and direction. Deficiencies were clearly evident. (This rating must be documented).

Instructions: Listed in the form are a number of traits, abilities, and characteristics that are important to the successful completion of most assignments. Place an "X" mark in the rating column under the single rating description which most nearly describes the performance of the person being evaluated. Comments should address job content and be used as needed.

ELEMENTS OF PERFORMANCE

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
ADAPTABILITY: Ability to learn quickly; ability to adjust to changes in job assignments, methods, personnel or surroundings					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
ATTENDANCE: Absenteeism; punctuality; remaining on the job.					

Comments: _____

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	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
COOPERATION: Willingness to take supervision, ability to get along with co-workers and others.					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
CREATIVITY: Talent for having new ideas, for finding new and better ways of doing things.					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
DEPENDABILITY: The degree the employee can be relied upon to get the job done.					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
JOB KNOWLEDGE: Degree of familiarity with job procedures and equipment essential to satisfactory job performance.					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
QUALITY OF WORK: Consider accuracy; attention to detail and neatness of work, need to re-do work; orderliness of work place.					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
REASONING: Ability to use good judgment to arrive at sound conclusions, and the ability to take timely action.					

Comments: _____

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	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
WORK HABITS: Observes work and safety rules; follows instructions.					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
INITIATIVE: Self-starter, finds work to do; self motivated.					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
COMMUNICATIONS: Oral and written, effective expression.					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
SUPERVISORY ABILITY: Leadership; getting work done through others; training subordinates.					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
AFFIRMATIVE ACTION EFFORTS: The degree to which the employee cooperates with and supports the letter and spirit of equal opportunity.					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
SETTING GOALS AND ESTABLISHING PRIORITIES:					

Comments: _____

	Superior	Above Standard	Meets Standard	Below Standard	Unsatisfactory
OTHER: Specify.					

Comments: _____

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OVERALL PERFORMANCE EVALUATION (Check single appropriate box)
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Outstanding in all respects	Considerably above normal expectations	Satisfactory	Below expectations but making improvements	Attempts at Improvement
Approaches best possible attainment	Above normal expectations	Minimally Satisfactory	Clearly below reasonable expectations	Approaches best unsuccessful
SUPERIOR (Attach Justification)	ABOVE STANDARD	MEETS STANDARD	BELOW STANDARD	UNSATISFACTORY (Attach documentation)

This report is based on my observation and/or knowledge. It represents my best judgment of the employee's performance.

Signature of Evaluator(s)

Date

Employee Acknowledgement

I reviewed this report and had the opportunity to discuss it with my supervisor. My signature does not necessarily mean that I agree with the evaluation. I understand that I may attach my comments if I desire.

Signature of Employee

Date