



SARPY COUNTY

EMPLOYEE PERFORMANCE EVALUATION

NAME: _____

EVALUATION DATE: _____

JOB TITLE: _____

DEPARTMENT: _____

EVALUATION PERIOD: _____

PERSONAL TRAIT	DESCRIPTION	0	1	2	3	4	RATING
KNOWLEDGE	The blending of job-related education, skills and experience.	Severely lacking in knowledge.	Noticeable deficiencies in job knowledge.	Understands job routine. Some knowledge still to be acquired.	Completely understands all aspects of the job.	Understands why all job functions are performed and inter-relationship with other jobs. An expert.	
Comment:							
QUANTITY	Level of satisfactory output generated per unit of time.	Usually below acceptable standard.	Barely acceptable level of output. A slow worker.	Satisfactory. Meets expectations of average output.	Usually exceeds the norm. A fast worker.	Exception producer. Generates maximal output.	
Comment:							
ACCURACY	Absence of errors.	Constantly commits errors.	Error level too high. Needs improvement.	Makes average number of mistakes.	Very accurate. Commits few errors.	Extremely accurate. Rarely commits an error.	
Comment:							
JUDGEMENT	Capacity to make reasonable decisions.	Frequently makes irrational decisions. Poor judgment.	Too often selects wrong alternative.	Usually exercises sound judgment.	Above average reasoning ability. Seldom errs in judgment.	Sustains high level of sound judgment. Decisions usually best under circumstances.	
Comment:							
INNOVATION	Imagination and creativity used to lower costs and improve profits.	Never offers new procedures or ideas.	Rarely suggest new ideas.	Average number of suggestions for improving methods and procedures.	Often suggests beneficial changes and profit cost improvements and/or increased efficiencies.	Very innovative. Constantly offers imaginative suggestions for improving operations.	
Comment:							



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PERSONAL TRAIT	DESCRIPTION	0	1	2	3	4	RATING
APPEARANCE AND HABITS	Personal habits, clothing and grooming (evaluation should consider the nature of the job).	Frequently offensive.	Occasionally sloppy appearance or display of offensive habits.	Usually properly dressed and groomed. Few poor personal habits.	Rarely exhibits poor appearance or offensive habit.	Always properly dressed for the job. Personal habits are never offensive or in poor taste.	
Comment:							
ORDERLINESS	Organization of the individual's work and work area.	Usually disorderly and chaotic.	Frequently unorganized or work area is disarray.	Work sufficiently organized to efficiently perform the job.	Highly organized and efficient worker. Few instances of poor performance from lack of order.	Exceptionally precise in organization of work. Has immediate access to needed items. Extremely efficient.	
Comment:							
COURTESY	Respect for the feelings of others and/or politeness on the job.	Frequently rude. Causes noticeable discomfort to others.	Occasionally impolite to coworkers or others.	Observes common courtesies, does not offend.	Very conscientious of others' feelings and rights. Always polite.	Extremely courteous, well-mannered and polite. Always considers the comfort and ease of others.	
Comment:							
COOPERATION	Willingness to help others accomplish their objectives.	Usually uncooperative A "roadblock" to coworkers, customers or suppliers.	Too often uncooperative when faced with reasonable requests for assistance.	Generally a cooperative person on the job.	Very cooperative. Often offers assistance. Can usually be counted on to help.	Extremely cooperative. Constantly offers aid and always available to help others.	
Comment:							



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PERSONAL TRAIT	DESCRIPTION	0	1	2	3	4	RATING
INITIATIVE	Voluntarily starting projects. Attempting non routine jobs and tasks.	Shows little initiative. Never volunteers. Sticks closely to job routine.	Shows some initiative. Should do more without having to be told.	Does not shirk. Voluntarily attempts to solve non-routine job problems as they occur.	Above average. A self-starter. Will generally volunteer.	Places highest priority on getting things done. Constantly accepts difficult or unpleasant jobs to achieve goals.	
Comment:							
RELIABILITY	Dependability and trustworthy in all aspects of work.	Not reliable. Often fails to deliver a complete job.	Occasionally leaves routine tasks incomplete.	Can be relied on to complete all aspects of job.	Completes work with little supervision. Will complete occasional special projects.	Extremely motivated, loyal and trustworthy. Accepts all work assigned. Always performs as expected.	
Comment:							
PERSEVERANCE	Steadfast pursuit of job objectives when faced with unexpected obstacles.	Frequently quits when faced with unexpected obstacles.	Is sometimes deterred by obstacles which should be overcome.	Is not stopped by most obstacles, works through them.	Displays sufficient drive to overcome unusually difficult obstacles.	Always displays extreme effort. Will rarely quit until objective is reached.	
Comment:							
STABILITY	Even temperament. Acceptance of unavoidable tension and pressure.	Volatile, inconsistent personality. Disrupts work environment.	Occasional display of temper or emotion sufficient to disrupt others and hinder own performance	Even tempered. Absorbs routine pressures of job.	Can tolerate unusual pressure and tension without hindering performance	Performs consistently and effectively under extreme pressure. Never visibly falters.	
Comment:							



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PERSONAL TRAIT	DESCRIPTION	0	1	2	3	4	RATING
ATTENDANCE	Availability for work.	Frequent un-excused lateness or absence from work. Very poor attendance record.	Absences or lateness below standards.	Acceptable attendance record.	Rarely late or absent.	Almost never late or absent. Always accepts overtime work, if offered.	
Comment:							
ALERTNESS	Ability to quickly understand new information and situations.	Very slow to grasp new ideas.	Usually needs extra instruction.	Understands most new ideas and develops without excessive explanation.	Fast learner. Grasps new information quickly.	Extremely bright. Analyzes and understands with minimum of instruction.	
Comment:							

Unsatisfactory	Some Deficiencies Evident	Satisfactory	Exceptional	Clearly Outstanding
0	15	30	45	60

OVERALL RATING:

Comments on principle strengths:

Comments on growth areas and suggestions for improvements:

Overall Comments:

RECOMMENDATION:

Reviewer / Position

Date



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Employee Comments:

I have reviewed this evaluation and completely understand its contents.

Employee Signature*

Date

**Signature does not denote agreement; it acknowledges discussion of contents.*