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| **Employee Name** (Last, First, MI)**:** | |  | | | **Position Title:** | | |  | | | | |
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| **Type of Evaluation:** | **Check One:** | | **Start Date of Employment:** |  | | | **Division/Unit:** | | | |  | |
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| 30-day entrance probation |  | | **Immediate Supervisor:** |  | | | | | | | | |
| 60-day entrance probation |  | |
| 90-day entrance probation |  | | **Evaluator (if different than Immediate Supervisor):** | | | | | |  | | | |
| Performance probation |  | |
|  |  | | **Evaluation Period (month/day/year): From** | | |  | | | | **To** | |  |
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| **OVERALL PERFORMANCE RATING:** This scoring is optional for evaluators during the completion of a 30-day or 60-day probationary period evaluation. At a minimum, evaluators will complete this section during the final probationary period evaluation, typically conducted after the 1st 90-days of employment. | | | | | |
|  | **Section** | **Weight** | **Section Rating** | **Numeric Score** |  |
|  | **SECTION 1** | 45% |  |  |  |
|  | **SECTION 2** | 50% |  |  |  |
|  | **SECTION 3** | 5% |  |  |  |
|  | **TOTAL RATING** | **100%** | **n/a** |  |  |
| **Evaluator’s Summary Comments (optional):** | | | | | |
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| **PROBATIONARY EMPLOYEES:** | | | |
| ***Check One:*** | ***Decision:*** |  |  |
|  | Employee has successfully completed probation (overall performance rating range of 1.6 or higher) |  |  |
|  | Employee’s probation period is being extended (overall performance rating below 1.6, explain below) | ***Probation extended until:*** |  |
|  | Employee has not successfully completed probation (explain below) |  |  |
| **Comments:**        **Rating Scale:**  **Exceeds Requirements (3) (Overall Performance Rating range 2.4-3.0)** = The employee consistently exceeds expectations. The employee has demonstrated ability to capably perform the more difficult or unusual aspects of the majority of the position with minimal guidance. The employee has been instrumental to the department’s success and has performed in an exemplary manner.  **Meets Requirements (2) (Overall Performance Rating range 1.6-2.3)** = The employee generally meets all expectations, may occasionally exceed expectations and performs effectively. Performance is what is expected of a fully qualified and experienced person.  **Needs Improvement (1) (Overall Performance Rating range less than 1.6)** = The employee partially meets expectations and occasionally fails to exhibit proficiency. Performance comes close to meeting expectations of the position, but the need for further development is recognizable. An individual development plan is strongly encouraged. Improvement is necessary to meet all expectations for acceptable performance. | | | |

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| Section 1: Organizational Core Competencies Performance *Organizational Core Competencies are the abilities, attributes, behaviors, technical proficiencies, traits, etc., identified as important for all CCPH employees. Line out any items that do not apply to the employee being evaluated.*  Evaluator Guide: This may be the only section completed when evaluating an employee’s 1st 30 days of employment. Comments should be included to display what is expected in each category, especially if it varies from definition included. If areas are not applicable, this should be noted in the comment section; evaluators should indicate when all areas of this section are expected of each employee. Completion of this section is recommended at 30-day and 60-day evaluations and required at 90-day evaluation. If beneficial, evaluators can include the rating calculation for each responsibility in the comments section: (Weight/100)\*Rating. The total of these scores shall be entered into the Section 1 Total Rating Box below. | |
| **SECTION 1 TOTAL RATING:** |  |

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| **Wt.** | **Accountability** – *Accepts personal responsibility for and meets established standards for the quality, quantity, resource management and timeliness of work. Maintains a positive attitude, regular attendance, punctuality and demonstrates integrity and honesty. Acknowledges and corrects mistakes. Reports to Supervisor when necessary. Demonstrates care of equipment, material and facilities.*  ***Comments:*** | ***Rating:*** | ***Check One:*** |
| 15% | Exceeds Requirements (3) |  |
| Meets Requirements (2) |  |
| Needs Improvement (1) |  |

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| **Wt.** | **Organization** – *Demonstrates ability to plan and organize workload in order to efficiently and timely complete assigned tasks. Demonstrates ability to organize work. Demonstrates accuracy, neatness of work and thoroughness.*  ***Comments:*** | ***Rating:*** | ***Check One:*** |
| 15% | Exceeds Requirements (3) |  |
| Meets Requirements (2) |  |
| Needs Improvement (1) |  |

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| **Wt.** | **Communication** – *Communicates in a clear and concise way both verbally and in writing. Demonstrates the ability to convey ideas, thoughts, issues and information in any required context; be it one-on-one, small group, large group, presentations or written format. Has disciplinary control.*  ***Comments:*** | ***Rating:*** | ***Check One:*** |
| 15% | Exceeds Requirements (3) |  |
| Meets Requirements (2) |  |
| Needs Improvement (1) |  |

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| **Wt.** | **Initiative** – *Actively seeks to identify areas for personal and organizational change toward increased effectiveness, productivity and service. Demonstrates initiative. Demonstrates diligence and effort.*  ***Comments:*** | ***Rating:*** | ***Check One:*** |
| 5% | Exceeds Requirements (3) |  |
| Meets Requirements (2) |  |
| Needs Improvement (1) |  |

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| **Wt.** | **Judgment** – *Bases decisions and actions on sound reasoning with careful consideration given to outcomes in support of organizational goals and priorities. Demonstrates fairness and impartiality. Demonstrates ability to evaluate performance of regulated community. Demonstrates ability to evaluate personal performance.*  ***Comments:*** | ***Rating:*** | ***Check One:*** |
| 15% | Exceeds Requirements (3) |  |
| Meets Requirements (2) |  |
| Needs Improvement (1) |  |

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| **Wt.** | **Job Knowledge** – *The employee is skilled in job-specific knowledge which is necessary to provide the appropriate quality and quantity of work in a timely and efficient manner.* *Increases job knowledge and develops new skills/abilities that contribute to increased effectiveness, proficiency and service. Attends offered trainings and develops skills from those trainings. Demonstrates compliance with instructions and objectives. Implements work rules.*  ***Comments:*** | ***Rating:*** | ***Check One:*** |
| 15% | Exceeds Requirements (3) |  |
| Meets Requirements (2) |  |
| Needs Improvement (1) |  |

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| **Wt.** | **Relationship with Others** – *Conduct and cooperation with supervision; conduct and cooperation with co-workers; conduct with public; personal appearance and care. Demonstrates respect for others, open-mindedness, generosity of spirit and a concern for the common good.*  ***Comments:*** | ***Rating:*** | ***Check One:*** |
| 10% | Exceeds Requirements (3) |  |
| Meets Requirements (2) |  |
| Needs Improvement (1) |  |

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| **Wt.** | **Safety** – *Performs assigned work in a safe manner at all times. Responds effectively to safety and health emergencies.*  ***Comments:*** | ***Rating:*** | ***Check One:*** |
| 10% | Exceeds Requirements (3) |  |
| Meets Requirements (2) |  |
| Needs Improvement (1) |  |

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| **Section 2: Essential Job Duties and Responsibilities Performance**  *Essential Job Duties and Responsibilities focus on* ***what*** *the employee is expected to do. These are taken directly from the “Essential Duties and Responsibilities” or “Examples of Work” section of the position description and may be combined into one responsibility below if similar.* ***Only include the Essential Job Duties and Responsibilities or Examples of Work that are assigned to the employee during the evaluation period and reflect the majority of the employee’s responsibilities.*** *Responsibilities to include below generally range between three and six in number and rarely, if ever, exceed seven.**When considering the performance of each of the Responsibilities listed below, careful consideration should be given to the quality, quantity, resource management and timeliness**of work.*  Evaluator Guide: Completion of this section is recommended at 30-day 60-day evaluations and required at 90-day evaluation. It may also include minimal responsibilities specific to a new hire’s position description within the probationary period. During the final Probationary Period Evaluation, evaluators should indicate the timeframe they expect in regards to independent work on most assignments. If beneficial, evaluators can include the rating calculation for each responsibility in the comments section: (Weight/100)\*Rating. The total of these scores shall be entered into the Section 2 Total Rating Box below. | |
| **SECTION 2 TOTAL RATING:** |  |

\*Use as many boxes as needed; additional boxes may be added by copying and pasting a box.

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| **Wt.** | ***Responsibility*:** | | | ***Comments:*** | | | | | ***Rating:*** | | | ***Check One:*** | |
|  | Exceeds Requirements (3) | | |  | |
| Meets Requirements (2) | | |  | |
| Needs Improvement (1) | | |  | |
| **Validation Method:** | |  | ***Observation*** | |  | ***Demonstration*** |  | ***Record Review*** | |  | ***Test*** | |

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| **Wt.** | ***Responsibility*:** | | | ***Comments:*** | | | | | ***Rating:*** | | | ***Check One:*** | |
|  | Exceeds Requirements (3) | | |  | |
| Meets Requirements (2) | | |  | |
| Needs Improvement (1) | | |  | |
| **Validation Method:** | |  | ***Observation*** | |  | ***Demonstration*** |  | ***Record Review*** | |  | ***Test*** | |

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| **Wt.** | ***Responsibility*:** | | | ***Comments:*** | | | | | ***Rating:*** | | | ***Check One:*** | |
|  | Exceeds Requirements (3) | | |  | |
| Meets Requirements (2) | | |  | |
| Needs Improvement (1) | | |  | |
| **Validation Method:** | |  | ***Observation*** | |  | ***Demonstration*** |  | ***Record Review*** | |  | ***Test*** | |

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| **Wt.** | ***Responsibility*:** | | | ***Comments:*** | | | | | ***Rating:*** | | | ***Check One:*** | |
|  | Exceeds Requirements (3) | | |  | |
| Meets Requirements (2) | | |  | |
| Needs Improvement (1) | | |  | |
| **Validation Method:** | |  | ***Observation*** | |  | ***Demonstration*** |  | ***Record Review*** | |  | ***Test*** | |

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| Section 3: Assessment of goals *This section is intended to identify and review progress toward completion of established goals for the evaluation period. Add or delete rows as needed.*  Evaluator Guide: Goals should be established with the employee in their 1st couple of days, which shall be documented in here on the 30-day evaluation. Each follow-up evaluation should include review of previously set goals and/or deadlines which are then scored here based off of completion and/or progress. Completion of this section is recommended at 30-day and 60-day evaluations and required at 90-day evaluation. If beneficial, evaluators can include the rating calculation for each responsibility in the comments section: (Weight/100)\*Rating. The total of these scores shall be entered into the Section 3 Total Rating Box below. | | | | | | | | | |
|  | |  | **SECTION 3 TOTAL RATING:** | | | | | |  |
| **Wt.** | **Goal** | | | **Status** | | **Rating** | | **Comments** | |
|  |  | | | Completed  In Progress |  | Above Target (3)  On Target (2)  Below Target (1) |  |  | |
|  |  | | | Completed  In Progress |  | Above Target (3)  On Target (2)  Below Target (1) |  |  | |
|  |  | | | Completed  In Progress |  | Above Target (3)  On Target (2)  Below Target (1) |  |  | |
|  |  | | | Completed  In Progress |  | Above Target (3)  On Target (2)  Below Target (1) |  |  | |

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| Section 4: goal setting *Identify any performance or project goals that you and the employee have set for the next evaluation period. Explain how these goals can be achieved. Add or delete rows as needed.*  Evaluator Guide: This is where goals and/or deadlines are listed that will be discussed during the next evaluation meeting. It is recommended to have at least 1 evaluator assigned task during probationary period evaluations. These can be related to dates that policy reviews need completed or deadlines for specific tasks. Completion of this section is recommended at 30-day, 60-day and 90-day evaluations. This will feed into the Employee Career Development Form beyond the initial 90-day evaluation. | | |
| **Wt.** | **Goal** | **Comments** |
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| Section 5: performance accomplishments and/or highlights *Discuss the performance accomplishments and/or highlights of this employee during the evaluation period.* Evaluators Guide: Responsibilities expected of a position based off of the position descriptions should be evaluated under Section 2. This section is optional for 30-day and 60-day evaluations and recommended at 90-day evaluation. Recommended at 90-day evaluation. |
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| employee comments *Employee to discuss their thoughts on this evaluation.* |
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| **SIGNATURES** |  |  |  |
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| **Employee Signature:** |  | **Date:** |  |
|  | | | |
| My signature acknowledges that the evaluator and I have discussed this evaluation and that I have received a copy of the evaluation and related attachments. It does not necessarily denote agreement. Special areas of agreement or disagreement are noted in the ***Employee Comments*** section above. | | | |
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| **Evaluator Signature:** |  | **Date:** |  |
|  | | | |
| My signature acknowledges that this report is based on my observations and/or knowledge. It represents my best judgment of the employee’s performance for this period. I have discussed this evaluation with the employee. | | | |