

ANNUAL PERFORMANCE APPRAISAL

Position Title:

JOB PERFORMANCE

CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
JOB KNOWLEDGE AND SKILL: To what extent does employee possess fundamental knowledge and skills necessary for the job? Is the employee capable of effectively performing a wide range of tasks in his/her general line of work?	Often, expected results are not achieved with routine work. Follow-up is necessary. May need constant assistance and direction and instructions to be repeated regularly.	Achieves expected results for time in position. Follow-up occasionally necessary to assure understanding of job responsibilities. Can identify problems and non-routine situations, along with suggested solutions when prompted.	Requires little or no instruction or assistance. Consistently identifies problems and non-routine situations and suggests solutions. Willingly accepts learning new tasks.

RATING: Needs Improvement Meets Expectations Consistently Exceeds Expectations

REASON FOR RATING:

CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
PRODUCTIVITY: Consider the employee's planning and organizing of work, timeliness of work, quality of work, quantity of work, work under pressure, and dependability in completing tasks.	Often, reminders are needed that work is due, quality and/or quantity needs improvement. May need constant assistance and/or direction to correct substandard work.	Produces quality and quantity of work expected with evidence of logical arrangement. Planning and organizing work allows submission of work in a timely fashion. Follow-up occasionally necessary to assure accuracy and timeliness. Generally dependable under pressure and is adaptable and flexible most of the time.	End product/task consistently exceeds standards for accuracy and thoroughness. Requires little, if any, corrections. Workload is typically completed ahead of time. Offers assistance to others when work is caught up.

RATING: Needs Improvement Meets Expectations Consistently Exceeds Expectations

REASON FOR RATING:

CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
CASE MANAGEMENT: Does employee provide positive daily interaction with the resident population which includes serving as a role model? Assesses resident risks and needs. Formulate and implement treatment plan objectives and goals.	Often does not develop or follow through with proper treatment plans for residents. Does not meet the standards for proper documentation and progress notes. Follow-up is often necessary.	Accurately completes treatment plans that meet facility standards and follow-through. Generally completes progress notes and provides proper documentation.	Requires little or no assistance in the development of treatment plans. Consistently meets the standards in providing documentation and completing progress notes.

Provides appropriate and adequate documentation in progress notes.			
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Consistently Exceeds Expectations			
REASON FOR RATING:			
CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
GROUP FACILITATION: Prepares lesson plan, manual, handouts, etc. Follows established manuals. Enforces group rules, imposes sanctions, maintain group control, and redirects as necessary to stay on track. Models a non-judgmental attitude, open-mindedness, remains neutral and objective. Appropriately discipline and reward clients.	Often needs reminding not to conduct resident run groups. Does not regularly prepare group materials. Does not regularly maintain objectivity during groups. Groups regularly not structured. Does not show understanding of group material.	Open minded, follows program manual, follows group schedule in a timely fashion. Regularly maintains objectivity groups regularly structured shoes good understanding of material.	Consistently follows best practices in group facilitation. Groups well maintained and structured. Inspire participation. Shows mastery of material.
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Consistently Exceeds Expectations			
REASON FOR RATING:			
CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
PERFORMANCE APTITUDE: Level of verbal skills, written skills, and judgment/decision-making.	May have difficulty expressing himself/herself verbally in a clear concise manner. Written work requires regular editing or correcting. Directions need to be given for employee to make appropriate decisions within the scope of responsibilities.	Verbal communication skills are satisfactory allowing smooth workflow. Completes written assignments using proper grammar, spelling and punctuation. Follow-up occasionally necessary to assure clear communication. Generally makes appropriate/timely decisions within the scope of responsibilities.	Routinely communicates effectively both verbally and in writing. Can be consistently depended upon to make appropriate and timely decisions.
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Consistently Exceeds Expectations			
REASON FOR RATING:			

TEAMWORK

CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
COOPERATION: Establish and maintain effective working relationship	Sometimes is unwilling to assist others and/or seldom volunteers. Is	Works well with, and is willing to assist, others.	Consistently exhibits a positive and cooperative manner and regularly

with others; follow supervisory directives.	sometimes inflexible and uncooperative.		offers assistance to others.
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Consistently Exceeds Expectations REASON FOR RATING:			
CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
ACCEPTANCE OF RESPONSIBILITY: Willingness to accept responsibility for his/her own work and conduct, and to assume greater responsibility.	Sometimes is unwilling to accept responsibility for his/her own work and conduct.	Generally accepts responsibility for his/her work and conduct. Sometimes takes on additional responsibility when asked.	Takes full responsibility for his/her own work and conduct. Willingly assumes greater responsibility to help accomplish team=s goals.
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Consistently Exceeds Expectations REASON FOR RATING:			

PROFESSIONALISM

CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
INTERPERSONAL SKILLS: Ability to effectively handle difficult situations in a poised, confident manner.	Has demonstrated an unwillingness to work with supervisors, clients, public, co-workers and others. May disrupt operations by causing friction. May be disrespectful.	Works with individuals in an amicable manner to resolve issues. Employee is usually composed in normal situations.	Inspires confidence and respect in interactions with others. Strives for positive outcomes when dealing with a difficult situation.
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Consistently Exceeds Expectations REASON FOR RATING:			
CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
ATTITUDE: Degree to which employee demonstrates positive interactions with others. Respects authority.	Can be argumentative or disrespectful in dealings with supervisor/others. May disregard specific instructions regarding work or conduct.	Appropriately accepts supervisory authority. Is respectful towards others. Appropriately challenges decisions and/or opinions.	Attitude projects a positive image in normal circumstances and adverse conditions. Accepts supervisory authority. Contributes to and encourages a respectful workplace.
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Consistently Exceeds Expectations REASON FOR RATING:			

CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
INITIATIVE: Extent to which employee develops and undertakes new tasks, the ability to problem solve independently and analyze relevant issues. Demonstrates resourcefulness, motivation and interest in his/her work. Seeks to enhance personal skills, i.e. training, webinars, publications.	Does not act independently. May require constant guidance and direction in resolving problems. Lacks ambition to undertake new tasks. Resists learning new aspects of the job.	Accomplishes objectives with normal resources. Requires expected direction in resolving problems. Employee assists in implementing new ideas and is not resistant to change. When coached, usually comes up with new ways of solving problems. Attends trainings as appropriate or available.	Acts independently in problem resolution, contributes new ideas and suggests improved work methods. Very flexible to change, has high level of participation in developing new ways of approaching situations/job functions. Always follow through. Stays current in chosen profession through continued education, professional organizations, networking or certification.
RATING:	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Consistently Exceeds Expectations
REASON FOR RATING:			
CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
ADAPTABILITY: Willingness and ability to adapt to new changing work conditions, processes and other requirements.	Is resistant to change at times. May maintain attitude of "we've always done it this way."	Accepts new work rules, procedures, practices. Generally handles multiple tasks well.	Adjusts to changes willingly, volunteers to assist with implementation. Makes positive suggestions for improved work processes.
RATING:	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Consistently Exceeds Expectations
REASON FOR RATING:			
CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	CONSISTENLY EXCEEDS EXPECTATIONS
ETHICAL BEHAVIOR: Degree to which employees decisions and actions are appropriate.	Actions/decisions may not be acceptable or set an appropriate image for the court.	Acts as a role model for others. Decisions/actions demonstrate the employee is conscientious about public accountability.	N/A Employee either meets expectations or needs improvement.
RATING:	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Consistently Exceeds Expectations
REASON FOR RATING:			

POLICIES AND PROCEDURES

CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
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WORK CONDUCT: Degree to which employee is dependable in attendance and handling personal business.	Attendance and tardiness issues may lead to disciplinary action. May have excessive personal phone calls.	Complies with attendance standard, showing up for work regularly and on time. Personal business is conducted on break time. Personal phone calls are kept to a minimum.
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations		
REASON FOR RATING:		
CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
COMPLIANCE WITH PROCEDURES: Following policies, procedures, practices.	Sometimes manipulates policies to employee=s advantage. Sometimes takes improper short-cuts or circumvents established requirements.	Adheres to the requirements of applicable regulations, policies and work practices.
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations		
REASON FOR RATING:		
CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
SAFETY/SECURITY PRACTICES: Observing policies and level of participation in ensuring safety.	Often, carelessness leads to safety or security concerns. May not follow safety and security practices. May refuse to evacuate during drills.	Demonstrates a knowledge and follows safety/security practices and requirements associated with his/her work. Participates appropriately in emergency drills.
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations		
REASON FOR RATING:		
CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
CARE OF COUNTY PROPERTY: Properly using equipment, keeping it well maintained, and reporting dysfunctions to supervisors.	Does not use equipment and property appropriately.	Uses equipment and other property appropriately. Reports breakdowns of equipment assigned.
RATING: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations		
REASON FOR RATING:		
CRITERION	NEEDS IMPROVEMENT	MEETS EXPECTATIONS
PERSONAL APPEARANCE: Cleanliness, grooming, appropriateness of dress.	Sometimes, reports for work with uniform/clothes dirty, stained, or wrinkled. May not be in full uniform. May need to have hygiene addressed by supervisor.	Reports to work usually wearing appropriate clothing. If addressed by supervisor, employee does not wear similar attire after counseling.

Employee Name:

Appraisal Date:

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RATING:

Needs Improvement

Meets Expectations

REASON FOR RATING:

ACCOMPLISHMENTS:

NEXT YEAR=S GOALS:

1st RATER=S COMMENTS:

2nd RATER=S COMMENTS:

EMPLOYEE=S COMMENTS:

DIRECTOR=S COMMENTS:

ATTACHMENTS

Performance Improvement Plan Section - *Must be completed for all criteria rated as Needs Improvement.*

The employee=s acknowledgment below indicates this appraisal has been discussed with the employee but does not necessarily indicate agreement with the performance appraisal.

EMPLOYEE=S ACKNOWLEDGMENT

DATE

FIRST RATER=S SIGNATURE

DATE

SECOND RATER=S SIGNATURE

DATE

DEPARTMENT DIRECTOR or DESIGNEE

DATE