

**WARREN COUNTY
 COMMON PLEAS COURT**

500 Justice Drive
 Lebanon, Ohio 45036
 Phone: (513) 695-1570
 Fax: (513) 695-2315

COMMON PLEAS COURT PERFORMANCE REVIEW

EMPLOYEE NAME:

SUPERVISOR:

REVIEW PERIOD: FROM TO

Mid point End of Probation Annual

Note: Comments are to be written to describe and reason score.

2 or 1 is not acceptable without have previous conversation with employee regarding competency.

5	4	3	2	1
Competency and performance consistently far exceeds that expected of experienced and qualified individual. Teaches others how to perform or accomplish.	Competency and performance exceeds that expected of experienced and qualified individuals in this role.	Meets the requirements of experienced and qualified individuals in this role.	Competency/ Performance does not meet what is expected from a person with this level of experience.	Performance is less than expected. Competency/ Performance is unacceptable.

PART I: CORE COMPETENCIES

All Staff

A. ADMINISTRATIVE:	
<ul style="list-style-type: none"> Follows schedule; is on time for work and appointments; follows attendance policies and procedures. <u>More than 6 non FMLA call offs in a 6-month period will result in a mandatory score of 1 in this competency.</u> Submits time sheets and requests for leave correctly and in a timely fashion; considers workload when requesting leave; attends staff meetings 	
SPECIFIC EXAMPLES:	
B. COMMUNICATION/ COOPERATION/ RELATIONSHIPS:	
<ul style="list-style-type: none"> Demonstrates adaptability, flexibility and responsiveness to the needs of the court. Interacts with others in an ethically, culturally sensitive and respectful manner; values diversity of others Participates actively and productively in team meetings. Communicates appropriately with court staff, Judges, and other county departments. 	
SPECIFIC EXAMPLES:	

C. KNOWLEDGE OF CUSTOMER SERVICE PRINCIPLES:		
<ul style="list-style-type: none"> • Follows through on commitments made to customers. • Responds promptly and effectively to customer feedback and requests. • Takes ownership of customer problems even if not within own area. • Effective and productive working relationship with internal and external customers. 		
SPECIFIC EXAMPLES:		

D. KNOWLEDGE OF AGENCY CONFIDENTIALITY POLICIES AND PROCEDURES:		
<ul style="list-style-type: none"> • Knows and follows media protocol. • Maintains confidentiality. • Understands where to find policy and procedure and follows policies appropriately 		
SPECIFIC EXAMPLES:		

E. KNOWLEDGE OF PROFESSIONAL BOUNDARIES:		
<ul style="list-style-type: none"> • Detaches from client issues and sees them objectively as appropriate to position. • Complies with Code of Ethics. • Dresses and speaks appropriately for the workplace. • Effective and productive working relationship with other staff. 		
SPECIFIC EXAMPLES:		

F. KNOWLEDGE OF SAFETY AND SECURITY POLICIES AND PROCEDURES:		
<ul style="list-style-type: none"> • Knows and complies with emergency procedures. • Follows standards to promote a safe and secure environment. (Door locked and secured, court room safety) • Notifies Court Administrator or supervisor of safety issues. 		
SPECIFIC EXAMPLES:		

SUMMARY STATEMENT (Overall performance summary. Justify summary ratings below) Include development needs and strengths:
Employee Comment (Optional)
PERFORMANCE RATING SCORE:

_____ Employee Signature	_____ Date discussed with Employee
_____ Supervisor's Signature/Manager's Signature	_____ Date
_____ Court Administrator	_____ Date