



ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS

Performance Appraisal -

Employee Name **Employee #** **Job Title**

Department **Department #** **Appraisal Period Date Range** to

Performance Levels Rating Scale

- Outstanding (Out):** Performance is clearly and consistently outstanding. Demonstrates a very high degree of proficiency. Performance compares only with the best employees. Far exceed standards of normally expected performance.
- Very Effective (VE):** Performance at a very high level. Demonstrates unusual proficiency. Frequently exceeds standards of normal expected performance.
- Effective(E):** Performance is satisfactory and consistently at a level expected of employees.
- Marginally Effective (ME):** Performance is only marginally acceptable. Meets performance requirements only periodically or only in certain areas of this factor. Specific areas of performance improvement are indicated.
- Ineffective(In):** Performance is poor, clearly below the level of acceptability. Improvement is mandatory in nearly all aspects of this factor.

Rating factors that are Ineffective (In), Marginally Effective (ME), or Outstanding (Out) must be explained on the Performance Narrative.

	In	ME	E	VE	Out
Quality of Work: Accuracy, completeness, thoroughness, and neatness of work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quantity of Work: Amount of work done.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge: Knowledge of methods, materials, objectives and other fundamental skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training: Committed to intellectual growth. Participates regularly in technical and professional training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adaptability: Ability to learn, perform under stress and in emergencies, grasps detail, comprehends differences between important and trivial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work Habits: Organization of work (attention to detail, proper prioritization, promptness), care of equipment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relationships with People: Ability to get along with the public and other employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability: Degree to which employee can be relied upon to do the job without close supervision.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication: Actively listens and expresses clearly and effectively, both verbally and in writing in a timely and professional manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attitude: Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative: Employee takes responsibility for work product and actions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judgment: Soundness of decisions, common sense.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>For use in Rating Supervisors Only:</u>	In	ME	E	VE	Out
Supervisory Skill: Planning and assigning work, making decisions, training, instructing, evaluating employees and providing feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>Overall Performance:</u>	In	ME	E	VE	Out
Overall Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Employee Name	Employee #	Appraisal Period Date Range	Performance Appraisal Type
<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>

Attendance:

	Yes	No
Did the employee receive disciplinary action for attendance issues?	<input type="radio"/>	<input type="radio"/>
If coaching was provided regarding attendance, did attendance improve?	<input type="radio"/>	<input type="radio"/>

Safety:

	Yes	No
Has the employee completed all required safety training?	<input type="radio"/>	<input type="radio"/>
Did the employee receive disciplinary action for violation of safety policies/procedures during the reporting period?	<input type="radio"/>	<input type="radio"/>

Probationary Performance Appraisal only:

	Yes	No
Is the employee recommended for regular status?	<input type="radio"/>	<input type="radio"/>

Performance Narrative: (Directed and Additional Comments)

Directed comments are required for ratings marked Ineffective (In), Marginally Effective (ME), and/or Outstanding (Out).

Additional comments are encouraged. These comments may be positive or negative but appropriate to the evaluation period.

Please use [Performance Appraisal Addendum page](#) for additional comments if needed.

Employee Signature: _____

Date: _____

Immediate Supervisor Signature: _____

Date: _____

Reviewing Supervisor Signature: _____

Date: _____