

PLUMAS COUNTY  
EMPLOYEE PERFORMANCE EVALUATION

EMPLOYEE INFORMATION	
<b>Name:</b>	<b>Current Range &amp; Step:</b>
<b>Department:</b>	<b>Review Period:</b> <b>thru</b>
<b>Classification:</b>	<b>Supervisor or Lead:</b> Yes              No
<b>Reason for Review:</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                     Mid Probationary Final Probationary                 </div> <div style="width: 45%;">                     Annual Evaluation Merit Step Other Explain:                 </div> </div>

	Exceeds Standards	Meets Standards	Needs Improvement	Not Acceptable	N/ A
<b>CORE COMPETENCIES</b>					
Knowledge of technical aspects of job					
Use of job knowledge & skills					
Complies with work instructions					
<b>Narrative:</b>					
<b>QUALITY OF WORK</b>					
Accuracy of work					
Neatness of work product					
Organization of work					
Attention to detail					
<b>Narrative:</b>					
<b>DEPENDABILITY</b>					
Compliance with work hours					
Punctuality for meetings/events					
Schedules absences to decrease impact on Dept					
Meets deadlines					
Stays on task/avoids distraction					
Attendance					
Works without close supervision					
<b>Narrative:</b>					

	Exceeds Standards	Meets Standards	Needs Improvement	Not Acceptable	N/ A
<b>WORK PLACE AWARENESS</b>					
Complies with County policies & procedures					
Complies with protocol for safety & security					
Complies with work instructions					
<b>Narrative:</b>					
<b>PEOPLE SKILLS</b>					
Customer service responsiveness					
Interacting with the public					
Interacting with supervisor					
Ability to resolve conflicts					
Maintains harmonious work relationships					
Communication skills					
<b>Narrative:</b>					
<b>JOB ATTITUDE</b>					
Acceptance of new ideas and methods					
Commitment to Department's purpose					
Initiative, motivation, creativity					
Cooperative attitude					
Willingness to accept job responsibilities					
<b>Narrative:</b>					
<b>EFFECTIVENESS</b>					
Adapts to workplace/procedure changes					
Problem solving skills					
Active listening skills					
Productivity and quantity of work					
Response to stressful situations/emergencies					
<b>Narrative:</b>					

Exceeds Standards      Meets Standards      Needs Improvement      Not Acceptable      N/A

<b>MANAGEMENT SKILLS</b>		<b>N/A</b>			
Supports Department goals & policies					
Accepts supervisory responsibilities					
Planning skills					
Decision making skills					
Ability to direct employees					
Establishment of work standards					
Keeps staff well trained and informed					
Maintains control of activities & conduct					
Consistency with staff/fair & impartial					
Provides accurate/objective/ timely evaluations					
Motivates employees					
<b>Narrative:</b>					

<b>OVERALL EVALUATION RATING</b>			
<b>Exceeds Performance Standards</b>	<b>Meets Performance Standards</b>	<b>Needs Improvement</b>	<b>Not Acceptable</b>

**ADDITIONAL NARRATIVE**

**GOALS/FUTURE PLANS/ACTIONS TO BE ACCOMPLISHED BY NEXT EVALUATION**

**Next evaluation tentatively scheduled for:**

**Frequency of evaluation:** At least annually, but also every three (3) months during probation, and before step/longevity increases. Evaluation to be conducted at least thirty (30) days prior to the employee's Merit Anniversary Date.

**MERIT STEP INCREASE**

Approved

\*Denied

Not Applicable

\*When a Merit Advancement is denied, refer to your specific bargaining group's Memorandum of Understanding (MOU) for re-evaluation process. All Memorandum of Understandings are posted on the County's website under the Human Resources Department.

I acknowledge receipt of this Evaluation. I am aware of my right to file a written response and/or grievance.

Employee Signature		Date	
Evaluator Signature		Date	
Department Head Signature		Date	