

AUSTIN COUNTY EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE NAME _____ **EMPLOYEE DATE OF HIRE** _____

JOB POSITION _____

REVIEW TYPE Annual

DEPARTMENT/LOCATION _____ **REVIEW DATE** _____

ATTENDANCE: Consider tending the work station and being ready to work as scheduled. Check the number of unexcused absences (late or left early incidents). Unexcused absences are unanticipated absences not reported in a timely manner which result in work not performed, disrupts the scheduling or work, or requires untimely scheduling of other employees to perform the affected employee’s work.

_____ (-10 pts) twelve (12) or more times

_____ (-8 pts) nine (9) to eleven (11) times

_____ (-6 pts) five (5) to eight (8) times

_____ (-4 pts) three (3) to four (4) times

_____ (-2 pts) one (1) to two (2) times

_____ (-0 pts) zero (0) times

Comments:

Note: All scores above 20 or below 6 (except attendance must be justified with specific events and or documentation).

JOB KNOWLEDGE: Consider the level of knowledge and ability.

_____ (1 to 5 pts) Needs constant assistance on routine procedures and assignments. Has not developed required job skills.

_____ (6 to 10 pts) Needs improvement in daily job performance and skills. Often requires assistance

_____ (11 to 15 pts) Demonstrates knowledge and skills to meet job assignments. Requires assistance only in unusual and new circumstance.

_____ (16 to 20 pts) Demonstrate knowledge and skills to perform new and difficult assignments. Able to cope with unusual circumstances. Innovative and resourceful within allowable parameters when confronted with problems.

Comments:

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DEPENDABILITY: Consider ability to follow instructions and independent follow through.

- _____ (1 to 5 pts) Requires constant supervision, not often dependable
- _____ (6 to 10 pts) Requires frequent supervision, dependable only sometimes.
- _____ (11 to 15 pts) Dependable, requires only occasional supervision.
- _____ (16 to 20 pts) Dependable, requires minimal supervision.
- _____ (21 to 25 pts) Dependable. Requires supervision only in unusual and problematic situations.

Comments:

QUALITY: Consider conformance to standards and overall presentation of work

- _____ (1 to 5 pts) Continuously makes repetitive errors. Constant checking required. Work is sloppy and or incomplete. Work is below standards for job.
- _____ (6 to 10 pts) Frequently makes errors. Constant checking required. Work often lacks completeness and or neatness.
- _____ (11 to 15 pts) Production normally satisfies job requirements. Only occasional checking required.
- _____ (16 to 20 pts) Production meets the highest level of department standards. Checking seldom necessary, employee usually finds and corrects own errors.
- _____ (21 to 25 pts) Production is consistently above department's highest standards. Errors are rare and always corrected immediately by employee.

Comments:

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QUANTITY: Consider the volume or acceptable work completed.

- _____ (1 to 5 pts) Extremely slow worker. Volume of work below minimum standards.
- _____ (6 to 10 pts) Work is slow or sporadic. Work volume often below job requirements.
- _____ (11 to 15 pts) Volume of work normally satisfies or exceeds job requirements.
- _____ (16 to 20 pts) Majority of work is completed ahead of schedule. Employee often looks to help others in the department or begin new projects.
- _____ (21 to 25 pts) Work is always completed ahead of schedule. Employee always takes the initiative to help others in the department or begin new projects.

Comments:

OVERALL RATING: Total points from each section. Check the corresponding rating:

Attendance	_____
Job Knowledge	_____
Dependability	_____
Quality	_____
Quantity	_____
_____ 96 to 100	Outstanding
_____ 75 to 95	Excellent
_____ 50 to 74	Good
_____ 30 to 49	Needs improvement
_____ 4 to 29	Unacceptable

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FUTURE GOALS AND COMMENTS:

Rated by _____

Date _____

Approved by _____

Date _____

EMPLOYEE COMMENTS:

Employee Signature: _____

Date _____