OURAY COUNTY

Administrative / Technical

PERFORMANCE PLANNING AND APPRAISAL FORM

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Date

Empl. No.	**First Name**	**Last Name**	**M.I.**

Employee Job Title	**Employee Job Group**	**Department**

Appraiser Name	**Appraiser Job Title**

From: To:
Period Being Reviewed

Type of Review
☐ Annual ☐ Probation
☐ Other

PURPOSE

1. The Performance Planning and Appraisal Form is designed to provide employees of Ouray County with feedback relating to individual strengths and areas requiring growth during each review period.

2. The Performance Planning and Appraisal Form is designed to stimulate dialogue between the employee and the supervisor, and to encourage both parties to commit to goals to be accomplished during the next review period. This form is intended to formalize a feedback process that is continually occurring between the employee and the supervisor.

DID EMPLOYEE COMPLETE A SELF-APPRAISAL FORM? ☐ YES ☐ NO
(If yes, please attach a copy to the Performance Planning and Appraisal Form.)

RATING SCALE

Description	**Percentage of people who typically fall into this category**
Truly Distinguished. Has made an outstanding, unique or creative contribution that has had a positive quantifiable impact in the overall direction, effectiveness or performance of a department or team.	Less than 5%
Clearly Superior. A clear and obvious strength. Well above average.	About 30%
Fully Successful. Totally competent performance. Good solid contributor.	About 50% or more
Somewhat Successful. Needs development. Some improvement required. More skill/experience/time in job required to attain fully successful performance.	About 15%
Unsuccessful. Fails to meet minimum levels of acceptability. A serious deficiency.	Less than 5%

I. JOB-RELATED CHARACTERISTICS Characteristics are job-related characteristics or skills determined to be critical for success on the job. Indicate the weight (High, Medium or Low) that you place on each characteristic listed below for this particular job, and then rate the employee's performance during the entire evaluation period accordingly.

ADMINISTRATIVE / TECHNICAL

4 **TRULY DISTINGUISHED**
3 **CLEARLY SUPERIOR**
2 **FULLY SUCCESSFUL**
1 **SOMEWHAT SUCCESSFUL**
0 **UNSUCCESSFUL**

CHARACTERISTIC *(Refer to Guidelines from Characteristics and Definitions)*	**CHARACTERISTIC WEIGHT** *(Check One)*							
CORE CHARACTERISTICS	**High**	**Med**	**Low**					
1) Flexibility / Adaptability: Moves from task to task readily; takes new circumstances in stride; is open to new ideas; is perceptive of impact and can modify behavior accordingly.	☐	☐	☐	☐	☐	☐	☐	☐
2) Teamwork / Working Relations: Willingness to work harmoniously with others in getting a job done; is respectful of co-workers; communicates and acts as a team player; responds and resolves conflicts in an appropriate manner.	☐	☐	☐	☐	☐	☐	☐	☐
3) Quality of Work Product: Completes work assignments thoroughly and completely in an accurate, prompt, and neat manner. Efficiently uses available resources to complete assigned tasks. Sets high goals or standards of performance.	☐	☐	☐	☐	☐	☐	☐	☐
GROUP CHARACTERISTICS								
4) Customer Service Focus: Develops customer relationships (internal and external) by making efforts to listen to and understand the customer. Anticipates and provides solutions to customer needs within County guidelines and sound business practice. Sets standards to achieve a high level of customer satisfaction.	☐	☐	☐	☐	☐	☐	☐	☐
5) Communications / Working Relations: Expresses ideas clearly in written and oral form. Openly exchanges information in a timely manner; knows who to keep informed; listens; understands; uses confidential information with discretion.	☐	☐	☐	☐	☐	☐	☐	☐
6) Planning / Organization: The ability to analyze work, set goals, develop plans of actions, utilize time and allocate resources appropriately. Consider the amount of supervision required and the extent to which you can trust the employee to carry out assignments conscientiously.	☐	☐	☐	☐	☐	☐	☐	☐
7) Job Knowledge: Understands and is knowledgeable of the duties, methods and procedures required by the job. Knowledge of products, policies and procedures, techniques, skills, equipment and materials. Keeps current on developments and trends in area of expertise.	☐	☐	☐	☐	☐	☐	☐	☐
8) Stress Tolerance: Maintains poise under pressure or opposition. Able to relieve stress in an acceptable manner.	☐	☐	☐	☐	☐	☐	☐	☐
POSITION SPECIFIC CHARACTERISTICS								
9) Reliability: The extent to which the employee can be depended upon to be available for work and to complete assignments within quality, budget and time constraints. The degree to which the employee is dependable, trustworthy and persistent.	☐	☐	☐	☐	☐	☐	☐	☐
10) Initiative: The degree to which the employee is self-starting and proactive. Demonstrates a willingness to make significant contributions with little direction; voluntarily starts projects; attempts non-routine jobs and tasks. Exercises judgment and independent actions within limits of authority.	☐	☐	☐	☐	☐	☐	☐	☐
GRAND TOTAL _____ =SUM OF **SUBTOTALS** ☞								

II. KEY TECHNICAL RESPONSIBILITIES Use the individual's position description and any other resource you have available to list 3 critical technical responsibilities in the individual's job. Rate the employee's performance during the entire evaluation period accordingly.

TECHNICAL RESPONSIBILITIES	TRULY DISTINGUISHED	CLEARLY SUPERIOR	FULLY SUCCESSFUL	SOMEWHAT SUCCESSFUL	UNSUCCESSFUL
Technical Responsibility I:	☐	☐	☐	☐	☐
Technical Responsibility II:	☐	☐	☐	☐	☐
Technical Responsibility III:	☐	☐	☐	☐	☐

III. APPRAISAL OF RESULTS ACHIEVED AGAINST GOAL SET Use the individual's last performance appraisal and indicate goals and how well the employee achieved them, and/or specific situations, performance, results that show strengths.

ACCOMPLISHMENTS	TRULY DISTINGUISHED	CLEARLY SUPERIOR	FULLY SUCCESSFUL	SOMEWHAT SUCCESSFUL	UNSUCCESSFUL
Goal I:	☐	☐	☐	☐	☐
Goal II:	☐	☐	☐	☐	☐
Goal III:	☐	☐	☐	☐	☐
Goal IV:	☐	☐	☐	☐	☐

IV. AREAS REQUIRING IMPROVEMENT Constructive comments and/or situations, performance, results that require improvement, growth or support.

V. EMPLOYEE DEVELOPMENT Establish performance goals and objectives for the next review period and the job-related characteristics necessary for their achievement. Goals should be SMART (Specific, Measurable, Attainable, Realistic and Timely).

PERFORMANCE GOALS
Goal I:
Goal II:
Goal III:
Goal IV:

VI. PERFORMANCE DEVELOPMENT Indicate training and performance goals that will support the employee in achieving the performance objective established above. Goals should be SMART (Specific, Measurable, Attainable, Realistic and Timely).

DEVELOPMENT GOALS
Goal I:
Goal II:

VII. PERFORMANCE SUMMARY Provide summary statements that characterize the employee's overall performance during the entire review period.

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VIII. MY SUPERVISOR HAS DISCUSSED THIS PERFORMANCE PLANNING AND APPRAISAL FORM WITH ME. I WISH TO MAKE THE FOLLOWING COMMENTS:

Employee's Signature **Date**

PREPARED BY:

Appraiser's Signature	**Title**	**Date**
Reviewer's Signature	**Title**	**Date**

Print Form