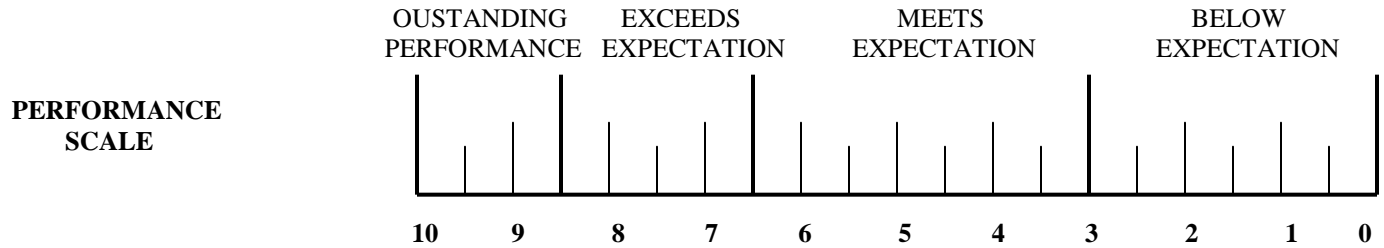


**COUNTY OF SPARTANBURG, SOUTH CAROLINA  
EMPLOYEE PERFORMANCE EVALUATION REPORT  
COMMUNICATIONS**

EMPLOYEE \_\_\_\_\_ POSITION \_\_\_\_\_ SSN \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_ DIVISION \_\_\_\_\_  
 TYPE OF EVALUATION  PROBATION  ANNUAL  SPECIAL PERIOD OF \_\_\_\_\_ TO \_\_\_\_\_



**WT. X SC. = TOT.**

<p><b>ELEMENT 1 APPLICATION OF KNOWLEDGE AND EXPERTISE</b>                      EXPECTATION: Is aware of and conforms to all pertinent laws, rules and regulations; enforces law/regulations impartially within standard procedures, regulations and laws and ensures that subordinates, if any, do the same; observes and reports all violations of the law/regulations; serves warrants and other legal papers and makes arrests as required; locates pertinent evidence, questions witnesses, compiles reports and testifies in court in appropriate manner.</p>	.15		
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 2 SUPPORT OF DEPARTMENTS OBJECTIVES/TEAMWORK</b>                      EXPECTATION: Works with supervisor and other employees in building an effective team; employee's objectives, talents and efforts are directed toward the needs of the department; improved methods are suggested and attempted to improve effectiveness and solve problems; new and additional assignments are accepted and performed ;readily assists and backs other officers; complies with department policies, rules and regulations.</p>	.15		
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 3 HUMAN RELATIONS AND COMMUNICATIONS</b>                      EXPECTATION: Is tactful in dealing with others; expresses self in clear and understandable manner; comprehends and complies with assigned tasks; maintains composure under stress; uses correct radio and telephone procedure.</p>	.10		
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 4 SITUATION ASSESSMENT AND JUDGEMENT</b>                      EXPECTATION: Uses common sense and logic when evaluating a situation; adequately considers alternatives ; uses discretion as situation requires; decision making is sound and requires a minimum of supervisory guidance.</p>	.10		
<p><b>SUPERVISOR COMMENT:</b></p>			

<p><b>ELEMENT 5 QUALITY OF WORK/MOTIVATION</b>  EXPECTATION: Is resourceful and steady worker with satisfactory output ; makes proper decisions; displays reasonably aggressive work habits; initiates necessary activities; demonstrates willingness to help others; is able to work with minimum supervision.</p>	.10		
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 6 REPORT WRITING</b>  EXPECTATION: Is competent in writing reports and other documentation; such reports are neatly written with correct grammar and appropriate language; written work is accurate and complete.</p>	.05		
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 7 PERFORMANCE UNDER STRESSFUL, EMERGENCY OR UNUSUAL CONDITIONS</b>  EXPECTATION: No serious deviation from expected performance is demonstrated under difficult or under difficult or unusual situations; composure is maintained under stress; major errors are not found during review of incidents; responds promptly when emergencies arise</p>	.15		
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 8 ATTENDANCE AND PUNCTUALITY</b>  EXPECTATION: Arrives at work assignment regularly and at appointed time: uses sick and other leave in accordance with established policy; does not leave work early without authorization; meal periods and breaks are not abused.</p>	.15		
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 9 OPERATION AND CARE OF EQUIPMENT AND FACILITIES</b>  EXPECTATION: Performs duties with concern for the safety of self and others; pays close attention to work; is always aware of location of other employees; keeps work station clean and free of debris; unrelated work material and unsafe obstructions; no loss of time or damage to equipment is caused by carelessness; equipment wear and malfunctions are reported to supervisor or corrected as specified.</p>			
<p><b>SUPERVISOR COMMENT:</b></p>			

TOTAL SCORE

**G**

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

**REVIEWING AUTHORITY'S COMMENT:**

REVIEWING AUTHORITY \_\_\_\_\_ DATE \_\_\_\_\_

**EMPLOYEE'S COMMENT:**

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

Employee's signature does not necessarily indicate agreement with the performance evaluation. It indicates only that the employee has seen the evaluation and has had an interview with his/her supervisor concerning the evaluation and goals and objectives for the next year.

**PERSONNEL ADMINISTRATOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**COUNTY OF SPARTANBURG, SOUTH CAROLINA  
PERFORMANCE EVALUATION SYSTEM  
GUIDELINES  
LEVELS OF PERFORMANCE DEFINITIONS**

The levels of performance assigned to each of the elements should consider the performance pattern for the entire appraisal period. After reviewing all records of performance, the rater should select one of the four (4) levels of performance listed below.

Outstanding Performance: Employee consistently performs above the established performance expectation for the element. In addition, the employee regularly makes positive contributions to the work unit that demonstrates creativity and initiative. Employee has complete understanding of all requirements of the position and how they relate to the goals of the County, the mission of the department and the needs of other departments, divisions or agencies.

Exceeds Expectations: Employee usually performs above the established performance standard for the element. Employee performs effectively and makes contributions to the work unit that is above the established expectation. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses job knowledge, skills and abilities to successfully complete all assigned tasks efficiently and effectively.

Meets Expectation: Employee maintains performance level in accordance with the established expectation for the element and performs job duties at or near full proficiency. Employee's work is completed accurately and on time, and employee works well with associates and the public.

Below Expectation: Employee not meeting the performance expectation established for some of the elements. Counseling and corrective measures are necessary. Employee lacks required knowledge, skills and abilities and is unable to perform some tasks adequately.