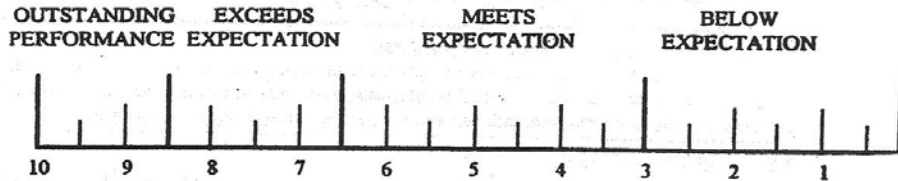


**COUNTY OF SPARTANBURG, SOUTH CAROLINA  
 EMPLOYEE PERFORMANCE EVALUATION REPORT  
SERVICE/MAINTENANCE/TRADES**

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

**PERFORMANCE  
 SCALE**



	Weight	Score	Total
<b>ELEMENT 1 QUANTITY AND QUALITY OF WORK</b> EXPECTATION: Tasks are performed promptly and with few mistakes; instructions are followed, work schedules and standards are met without close supervision; normally performs work within established schedules; seeks additional assignments when work is completed; accepts and performs overtime without complaint.			
<b>SUPERVISOR COMMENT:</b>			
<b>ELEMENT 2 TEAMWORK/INTERPERSONAL RELATIONS</b> EXPECTATION: Assist co-workers as needed; improved work methods are suggested and attempted in order to improve effectiveness and solve operational problems; new and additional assignments are accepted and performed; accepts suggestions and supervision without complaint; works well with other employees; public contacts are courteous and reflect well on the County.			
<b>SUPERVISOR COMMENT:</b>			
<b>ELEMENT 3 FOLLOWS INSTRUCTIONS</b> EXPECTATION: Work is completed as directed; assignments are undertaken in a cooperative manner; clarification is sought if instruction are not understood; required supervision decreases as instructions are carried out.			
<b>SUPERVISOR COMMENT:</b>			
<b>ELEMENT 4 EFFECTIVE USE OF TIME</b> EXPECTATION: Efforts are focused on the completion of assigned task; anticipates hold-ups or delays, resolves problems or seeks additional instruction; completes work and moves on to the next assignment without delay.			
<b>SUPERVISOR COMMENT:</b>			

	Weight	Score	Total
<b>ELEMENT 5 SAFETY</b> EXPECTATION: No accidents caused by careless or negligent performance; safety rules and procedures are followed and safety equipment is properly used; accidents are reported to supervisor upon occurrence; employees proper lifting procedures.			
<b>SUPERVISOR COMMENT:</b>			
<b>ELEMENT 6 EQUIPMENT OPERATION</b> EXPECTATION: Operates assigned equipment in proper and safe manner; knows and obeys traffic laws or operational rules and regulations; pays close attention to work; is always aware of location of other employees, citizens and properties during equipment operation.			
<b>SUPERVISOR COMMENT:</b>			
<b>ELEMENT 7 ATTENDANCE AND PUNCTUALITY</b> EXPECTATION: Arrives at work assignment regularly and at appointed time; uses sick and other leave in accordance with established policy; seldom leaves work early.			
<b>SUPERVISOR COMMENT:</b>			
<b>ELEMENT 8 OTHER</b>			
<b>SUPERVISOR COMMENT:</b>			

**Total      Score**