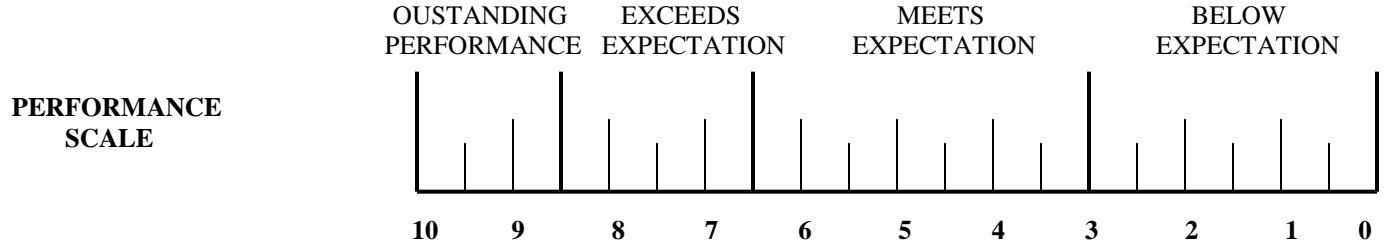


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**COUNTY OF SPARTANBURG, SOUTH CAROLINA
EMPLOYEE PERFORMANCE EVALUATION REPORT
CLERICAL AND OFFICE ASSISTANTS**

EMPLOYEE _____ EMPLOYEE NUMBER _____ HIRE DATE _____
 DEPARTMENT _____ POSITION _____
 EVALUATION TYPE PROBATION ANNUAL SPECIAL PERIOD OF _____ TO _____



WT. X SC. = TOT.

<p>ELEMENT 1 GENERAL OFFICE SKILLS EXPECTATION: Able to independently operate word and data processing equipment and office machines; able to perform assigned tasks accurately, neatly, on time; office policies and procedures are properly observed; takes and/or transcribes correspondence, minutes, etc. with appropriate speed and accuracy.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 2 FILING AND REPORT PREPARATION EXPECTATION: Files are maintained, properly indexed and/or cross indexed, up-to-date and accurate; reports are prepared from routine data as instructed, checked for accuracy and completed on time; vouchers accurately prepared; payroll, leave records and cash reports accurate.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 3 PUBLIC RELATIONS EXPECTATION: Presents a positive image and impression to the public; is courteous and responds to questions with accurate information or refers citizens to a knowledgeable source; displays patience, listens effectively and responds with empathy and understanding.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 4 COMMUNICATIONS EXPECTATION: Expresses self with clear, articulate and concise statements and appropriate feedback; messages are correctly relayed in a timely manner; clarifies misunderstandings tactfully; avoids confrontations; deals tactfully with associates and public.</p>			
<p>SUPERVISOR COMMENT:</p>			

<p>ELEMENT 5 ADMINISTRATION AND TECHNICAL DUTIES EXPECATION: Arranges appointments and schedules meetings without confusion or error; Locates required information and arranges it in desired format; demonstrates knowledge of organization And functions of County government through ability to anticipate and respond to organizational demands; periodic reports/activities are prepared and reviewed accurately and on time.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 6 SUPPORT OF DEPARTMENT'S OBJECTIVES EXPECTATION: Employee's goals, talents and efforts are directed toward the needs of the department; improved work methods are suggested and readily tried to improve effectiveness and solve office problems; new or additional assignments are accepted and performed; displays initiative in performance of duties.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 7 SUPERVISION (IF APPLICABLE) EXPECTATION: Prepares and /or reviews work programs and schedules for subordinates; encourages punctuality; ensures employees are available on time, properly instructed, directed and motivated; sees that work is accomplished on schedule and according to requirements; provides feedback, information and guidance to employees as performance indicates; ensures safety regulations are followed; maintains safe working conditions.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 8 OPERATION AND CARE OF EQUIPMENT AND FACILITIES EXPECTATION: Performs duties with concern for safety of self and others; operates equipment using appropriate safety procedures; 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 a and malfunctions are reported to supervisor or corrected as specified.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 9 ATTENDANCE AND PUNCTUALITY EXPECTATION: Arrives at work assignment regularly and at appointed time; uses sick and other leave and takes breaks in accordance with established policy; seldom leaves work early.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 10 OTHER</p>			
<p>SUPERVISOR COMMENT:</p>			

TOTAL SCORE

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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.