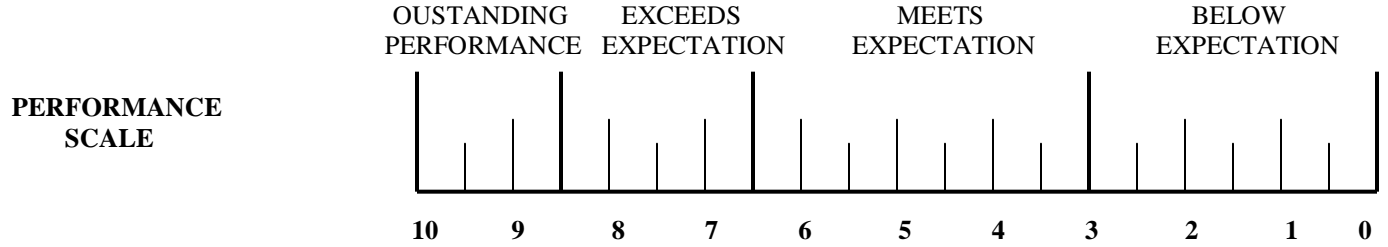


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**COUNTY OF SPARTANBURG, SOUTH CAROLINA
EMPLOYEE PERFORMANCE EVALUATION REPORT
PARAPROFESSIONAL/TECHNICAL**

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



WT. X SC. = TOT.

<p>ELEMENT 1 APPLICATION OF KNOWLEDGE AND EXPERTISE EXPECTATION: Professional knowledge is sufficient to enable employee to perform most duties without assistance; recognizes issues and circumstances which require the attention and assistance of higher authority; demonstrates knowledge of Federal, State and local laws, regulations and procedures pertaining to area of responsibility.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 2 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 3 ORAL COMMUNICATIONS EXPECTATION: Ideas, concepts, details and instructions are verbalized with ease in a clear, understandable manner; converses well one-on-one and in front of individuals and groups; responds to questions effectively and resolves pressure situations within the context of the technical area of expertise; conveys information effectively to others not versed in the particular field of expertise; maintains calm in stressful situations; interacts with public and associates honestly, courteously and tactfully.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 4 WRITTEN COMMUNICATIONS EXPECTATION: Correspondence, reports, memoranda, etc. are written utilizing appropriate terms, correct grammar and punctuation; content is organized, logical, concise and technically accurate.</p>			
<p>SUPERVISOR COMMENT:</p>			

<p>ELEMENT 5 RESEARCH AND ANALYSIS EXPECTATION: Develops pertinent facts and information concerning assigned area; develops possible courses of action, presents and recommends most appropriate action with necessary justification; can explain details, recommendations and anticipated results in logical, understandable and defensible manner; recognizes and undertakes additional tasks as needed.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 6 PUBLIC RELATIONS AND INTERACTION 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 7 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 8 SAFETY AND PERSONAL MANAGEMENT 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; uses required safety clothing and equipment and employs proper lifting procedures; promotes safety to associates.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 9 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 10 OTHER</p>			
<p>SUPERVISOR COMMENT:</p>			

TOTAL SCORE

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 demonstrate 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 are 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.