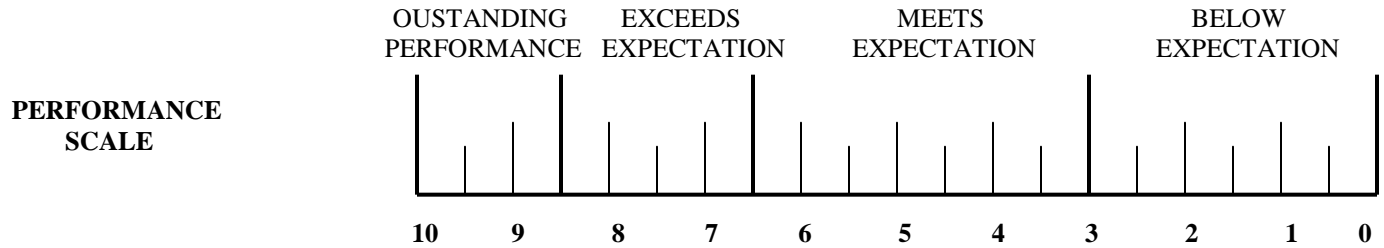


**COUNTY OF SPARTANBURG, SOUTH CAROLINA
EMPLOYEE PERFORMANCE EVALUATION REPORT
PROFESSIONAL**

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 COMMITMENT TO DEPARTMENT GOALS EXPECTATION: Employees takes an active role in goal settings; project planning and internal affairs of the department; goals, talents and efforts are directed toward the needs of the department and the County; prioritizes goals and plans based upon substantiated needs; innovative ideas are advanced and encouraged in solving problems and improving the effectiveness of the County government; displays initiative in performance of duties.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 3 RESEARCH AND ANALYSIS EXPECTATION: Is familiar with traditional and current research procedures and methods of analysis including computer based data sources, etc; collects raw data from appropriate sources; analyzes data, researches conclusions, prepares and explains alternative recommendations and anticipated results in logical, understandable and defensible manner; recognizes and reports trends.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 4 POLICY DEVELOPMENT EXPECTATION: Able to detect process and procedural problems and propose alternative policies and procedures; proposals are thoroughly developed and potential conflicts resolved.</p>			
<p>SUPERVISOR COMMENT:</p>			

<p>ELEMENT 5 PUBLIC RELATIONS EXPECTION: Presents a positive image of the organization and department; is unbiased and courteous; works cooperatively with clients and associates; responds accurately and quickly to inquiries; verbalizes questions in a clear, concise manner, clarifies misunderstandings tactfully, avoids confrontations, displays patience and understanding.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 6 ORAL COMMUNICATIONS EXPECTATION: Ideas, concepts, details and instructions are verbalized with ease in a clear, understandable manner; converse 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 7 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 8 SUPERVISION (IF APPLICABLE) EXPECTATION: Prepares realistic work programs and schedules for subordinates; is accessible and resolve work related problems quickly and fairly within the scope of authority; provides information and guidance to employees as performance indicates or as requested; provides career guidance, training and evaluation; uses performance evaluation system effectively.</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

C

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.