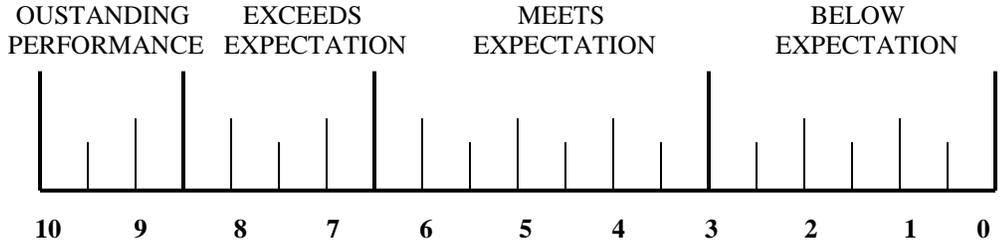


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COUNTY OF SPARTANBURG, SOUTH CAROLINA
EMPLOYEE PERFORMANCE EVALUATION REPORT
MANAGEMENT/ADMINISTRATIVE

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

PERFORMANCE
SCALE



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 PLANNING EXPECTATION: Develops annual work program, staffing and budget needs; maintains desired service levels and anticipates financial needs; plans for and provides resources necessary for accomplishment of program objectives; anticipates emergency situations and provides contingency procedures.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 3 ORGANIZATION EXPECTATION: Develops and maintains an efficient and functional process for the accomplishment of departmental work program; recommends revision of the organization as work load and service needs demand; responds expeditiously to requests for information or recommendations.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 4 COORDINATION EXPECTATION: Maintains effective communication with and between various divisions within the department and with other departments; communicates to supervisors information necessary for them to accomplish assigned tasks and to understand the overall activity of the organization; staff meetings and briefings are routinely held to identify the goals of the organization and how departmental activities contribute to accomplishment.</p>			
<p>SUPERVISOR COMMENT:</p>			

<p>ELEMENT 5 HUMAN RESOURCE MANAGEMENT EXPECTATION: Evaluates and monitors performance measures; documents that they accurately reflect tasks and output; staff development training needs are identified and addressed; deals with subordinates firmly, fairly and impartially; observes, follows and impartially enforces personnel rules and policies; uses performance evaluation system effectively.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 6 FISCAL MANAGEMENT EXPECTATION: Develops and recommends realistic and fiscally responsible operating and capital budgets which support the goals and objectives of the Board; administers and controls the budget using sound financial procedures; recognizes and anticipates financial problems and responds with acceptable solutions; recommends and implements cost reduction programs when appropriate; provides timely and meaningful financial reports</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 7 PUBLIC RELATIONS AND COMMUNICATIONS EXPECTATIONS: Presents a positive image of the organization and department; works effectively and courteously with associates and public; responds accurately and quickly to inquiries; written reports are clear and coherent; clarifies misunderstandings; tactfully avoids confrontations; displays patience and understanding; listens attentively.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 8 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, reaches 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 9 ATTENDANCE AND PUNCTUALITY EXPECTATION: Arrives at work assignment regularly and at appointed time; uses sick and other leave 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

D

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.