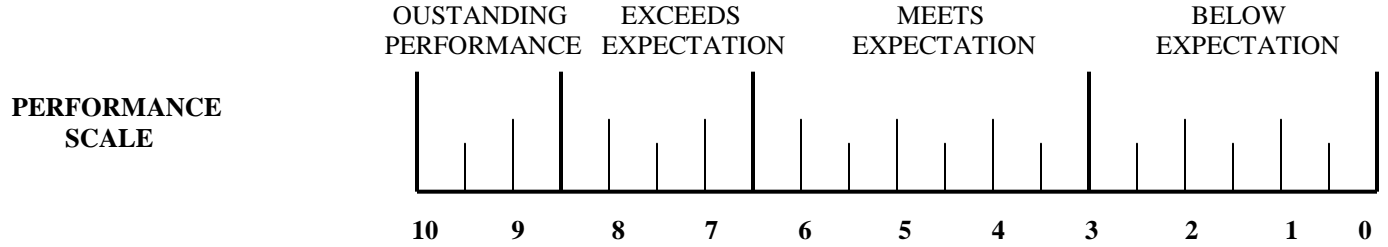


**COUNTY OF SPARTANBURG, SOUTH CAROLINA
EMPLOYEE PERFORMANCE EVALUATION REPORT
SERVICE/MAINTENANCE/TRADES**

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



WT. X SC. = TOT.

<p>ELEMENT 1 QUANTITY AND QUALITY OF WORK 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.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 2 TEAMWORK/INTERPERSONAL RELATIONS EXPECTATION: Assists 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 contact are courteous and reflect well on the County.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 3 FOLLOWS INSTRUCTIONS EXPECTATION: Work is completed as directed; assignments are undertaken in a cooperative manner; clarification is sought if instructions are not understood; required supervision decreases as instructions are carried out.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 4 EFFECTIVE USE OF TIME EXPECTATION: Efforts are focused on the completion of assigned task; anticipates hold-ups or delays, resolves problems or seeks additional instructions; completes work and moves on to the next assignment without delay.</p>			
<p>SUPERVISOR COMMENT:</p>			

<p>ELEMENT 5 SAFETY 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.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 6 EQUIPMENT OPERATION EXPECTATION: Operates assigned equipment in proper and safe manner; knows and obeys traffic laws or operational rules and regulations; pay close attention to work; is always aware of location of other employees, citizens and properties during equipment operation.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 7 ATTENDANCE AND PUNCTUALITY EXPECTATIONS: Arrive 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 8 OTHER</p>			
<p>SUPERVISOR COMMENT:</p>			

TOTAL SCORE

E

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.