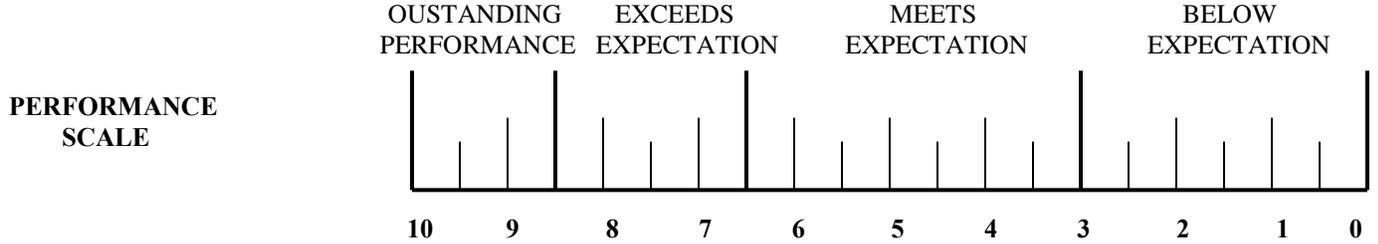


**COUNTY OF SPARTANBURG, SOUTH CAROLINA
EMPLOYEE PERFORMANCE EVALUATION REPORT
SUPERVISOR**

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



WT. X SC. = TOT.

<p>ELEMENT 1 FUNCTIONAL EXPERTISE EXPECTATION: Demonstrates a thorough knowledge of the area of responsibility including rules, Regulations, procedures, policies and principles; ensures that work is completed on time meeting standards of policy, ordinance of law; responds correctly to varying circumstances.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 2 SUPERVISION EXERCISED EXPECTATION: Ensures that subordinate employees are available on time, properly instructed, directed and motivated; ensures the work is accomplished on schedule and according to specifications; provides appropriate feedback to employees; compliments good work, advises employees of marginal or unsatisfactory work in a timely manner and provides advice and counseling for improvement; uses performance evaluation system effectively.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 3 PLANNING/STAFFING/SCHEDULING EXPECTATION: Organizes work in manner to make maximum use of available resources; anticipates leave time and ensures that sufficient staff is available to accomplish assigned tasks; performs basic tasks in the absence of other employees.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 4 ORAL COMMUNICATIONS EXPECTATION: Instructions, directions and basic information are provided to employees in a clear, logical and understandable manner; responds readily and in a non-intimidating manner to requests for additional information or clarification; encourages feedback, actively and attentively listens to employees.</p>			
<p>SUPERVISOR COMMENT:</p>			

<p>ELEMENT 5 WRITTEN COMMUNICATIONS EXPECATION: Reports, memoranda, schedules, etc. are completed on time and in required format; provides necessary details and explanation in clear and concise manner.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 6 SAFETY EXPECTATION: Conveys safety policies and regulations to employees; provides safety training and instruction to employees; observes work to ensure that safety regulations are followed and takes corrective actions as needed; ensure that accidents are reported promptly and accurately.</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 7 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 8 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 9 OTHER</p>			
<p>SUPERVISOR COMMENT:</p>			
<p>ELEMENT 10 OTHER</p>			
<p>SUPERVISOR COMMENT:</p>			

TOTAL SCORE

F

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.