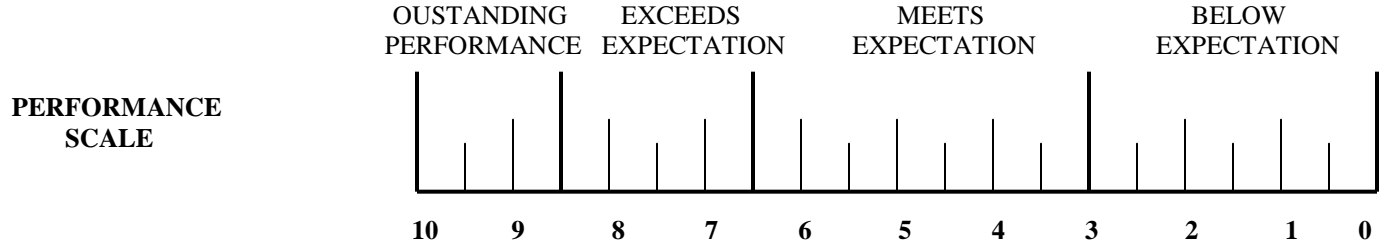


**COUNTY OF SPARTANBURG, SOUTH CAROLINA  
EMPLOYEE PERFORMANCE EVALUATION REPORT  
HUMAN SERVICES**

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



**WT. X SC. = TOT.**

<p><b>ELEMENT 1 POLICY AND PROCEDURE</b>                      EXPECTATION: Consistently follows State, County and department procedures and guidelines relating to service program; attends and participates in appropriate staff and training sessions.</p>			
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 2 CLIENT CONTACT/INTERPERSONAL RELATIONS</b>                      EXPECTATION: Makes appropriate and timely client contact; discusses pertinent issues and provides opportunity for client feed-back and problem resolution; interviewing skins demonstrate ability to secure necessary data; works effectively and courteously with associates and clients.</p>			
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 3 CASE HISTORY COMPILATION AND MAINTENANCE</b>                      EXPECTATION: Compiles client social, health/mental and family history accurately and completely including all components required by department policy; records all contacts, issues and discussions; observations of client behavior and attitudes recorded; submits required data and reports in a complete, accurate and timely manner.</p>			
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 4 SERVICE PLAN</b>                      EXPECTATION: Following initial data gathering, develops appropriate service plan which includes needs, objectives, methods and re-evaluation process that meets supervisory, department and State standards and approval.</p>			
<p><b>SUPERVISOR COMMENT:</b></p>			

<p><b>ELEMENT 5 FILE MAINTENANCE/REPORT PREPARATION</b>          EXPECTATION: Maintains complete and accurate files on cases in accordance with rules and policies; reports, correspondence, memoranda, etc., are clear, accurate, concise and well organized; uses correct punctuation and grammar.</p>			
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 6 PUBLIC RELATIONS AND INTERACTION</b>          EXPECTATION: Presents a positive image and impression to the public; is courteous and responds to questions with accurate information or refers client to knowledgeable source; displays patience; listens effectively and responds with empathy and understanding.</p>			
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 7 SAFETY AND PERSONAL MANAGEMENT</b>          EXPECTATIONS: 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 and unsafe obstructions; uses required safety clothing and equipment and employs proper lifting procedures; promotes safety to associates.</p>			
<p><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 8 SUPERVISION(IF APPLICABLE)</b>          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><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 9 ATTENDANCE AND PUNCTUALITY</b>          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><b>SUPERVISOR COMMENT:</b></p>			
<p><b>ELEMENT 10 OTHER</b></p>			
<p><b>SUPERVISOR COMMENT:</b></p>			

**TOTAL SCORE**

**H**

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.