

	Achieving Standards	Needs Improvement	Unsatisfactory	Not Applicable
	1	2	3	4
Community Relations				
1. Promotes and highlights positive achievement of school, staff and students, or department/division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Cooperates with other community agencies while representing the best interests of the county office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Strives to develop friendly and cooperative relationships with news media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Solicits and gives attention to the problems and opinions of all groups in a courteous manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Maintains and/or enhances internal and external customer satisfaction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional and Personal Qualities

1. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates appropriate technical and conceptual skills for the position. Keeps up with new technology and professional developments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Employs effective oral and written skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Time management reflects a focus on the most important priorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Portrays a professional image in dress and grooming.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Displays a sense of humor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Creates a sense of trustworthiness and loyalty in professional relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is considerate and courteous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary Evaluation

Areas of strength in job performance during the past year? Cite evidence of exceptional performance.	
Areas in need of improvement during the coming year?	

Overall Evaluation

- Meets Expectations
 Needs Improvement
 Unsatisfactory

Next Evaluation Due

- One Year
 Two Years
 Other (not to exceed two years) _____

Evaluator Name	Evaluator Signature	Date
Division Head Name	Division Head Signature	Date
	Employee Signature	Date

Note: Signature of employee indicates the above Performance Review was discussed with the reviewer and does not necessarily indicate agreement on the part of the employee. If the employee disagrees with the above review, he/she may submit a written statement to the division head within ten (10) working days from receipt of the review. The employee's statement will be attached to the Performance Review and submitted to the employee's personnel file.

PLEASE ROUTE THIS AS CONFIDENTIAL

LEADERSHIP TEAM EMPLOYEE PERFORMANCE REVIEW

Division of Personnel Services

Evaluation Legend

PLEASE NOTE: THIS PAGE DOES NOT NEED TO BE ATTACHED TO THE PERFORMANCE REVIEW. IT IS MEANT TO BE A TOOL IN COMPLETING THE PERFORMANCE REVIEW.

Achieving Standards – Provides consistent, extraordinary service and leadership. Takes initiative to prevent problems; willing to take risks to improve system-wide organizational change; makes meaningful change in his/her unit of responsibility. Expertly carries out the responsibilities of the job classification. Accepts accountability for the functional responsibilities of the job. Learns and accommodates from past errors and successes.

Needs Improvement – Does not consistently provide efficiency in all functional responsibilities of the job. May demonstrate proficiency in some elements of the job; however, does not meet all standards of the job consistently. Failure to achieve needed improvements in a timely manner would become an “unsatisfactory” performance level.

Unsatisfactory – Provides little demonstrable evidence of an ability to consistently meet the standards of the job. Does not accept responsibility for errors/mistakes and does not learn from them. Shows little professional growth since entry into the job.