



SUPERVISOR PERFORMANCE EVALUATION

Meets performance requirements at the time of evaluation?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Employee Name: _____
Last First M. I.

Employee ID Number: _____ Position Title: _____

Department: _____ Division: _____

Evaluation Period: From: To:

Next Review Date:

Performance Standards:

- E - Exceeds:..... Performance consistently exceeds job requirements, demonstrates exceptional productivity, efficiency, and effectiveness. (Written comment is required)
- M - Meets:..... Performance consistently meets job requirements, demonstrates productivity, effectiveness, and competency.
- N - Needs Improvement:..... Performance does not consistently meet all job requirements; improvement is necessary to attain expected level of performance. (Written comment is required)
- N/A..... Not Applicable

Evaluation Forms:

Attached:
 Yes No

Section A - Core Elements - Required for all employees.

Section B - Position Specific Elements - Job specific performance. Recommended for all employees.

General Comments - Required for all employees.



R005



Section A - Core Elements

E - Exceeds
 M - Meets
 N - Needs Improvement
 N/A - Not Applicable

Employee Name: _____
Last First M.I.

Employee ID Number: _____ **Position Title:** _____

Core Elements						
	E	M	N	N/A	Comments (Required if Exceeds or Needs Improvement is checked)	
1. Quality						
- Demonstrates accuracy & thoroughness in work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Monitors own work to ensure details are correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Demonstrates knowledge and understanding of area of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Ethics and Accountability						
- Accountable & responsible for all personal actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Adheres to high ethical standards, honesty, & loyalty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Accountable for assigned tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Planning and Organization						
- Works in a well thought-out manner in accordance with accepted standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Demonstrates effective time management in day-to-day activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Meets attendance & punctuality guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Asks for help if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Communication and Customer Service						
- Exhibits good listening, understanding, & clarification skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Responds appropriately to questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Expresses ideas & information clearly & appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Displays courtesy and professionalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Remains calm & productive when dealing with challenging situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Flexibility and Teamwork						
- Adapts well to changes in the work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Accepts and values feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Offers assistance and support as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- Works cooperatively in group situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



Section B Position Specific Elements

E - Exceeds
 M - Meets
 N - Needs Improvement
 N/A - Not Applicable

Employee Name: _____
Last First M.I.

Employee ID Number: _____ **Position Title:** _____

Position Specific Elements (i.e. Essential Job Functions)	E	M	N	N/A	Comments (Required if Exceeds or Needs Improvement is checked)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Section B (Part 2) Position Specific Elements

E - Exceeds
 M - Meets
 N - Needs Improvement
 N/A - Not Applicable

Employee Name: _____
Last First M.I.

Employee ID Number: _____ **Position Title:** _____

Position Specific Elements (i.e. Essential Job Functions)	E	M	N	N/A	Comments (Required if Exceeds or Needs Improvement is checked)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Supervisor Section C Supervisor Core Elements

E - Exceeds
 M - Meets
 N - Needs Improvement
 N/A - Not Applicable

Employee Name: _____
Last First M.I.

Employee ID Number: _____ **Position Title:** _____

Core Elements					
	E	M	N	N/A	Comments (Required if Exceeds or Needs Improvement is checked)
1. Leadership					
- Evaluates potential solutions and selects an appropriate response.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Makes timely decisions using available information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Establishes clear team and individual directions; sets concrete objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Maintains a high performance work environment exemplified by positive relationships, strong team performance, and high levels of trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Willing and able to make tough decisions and take responsibility for related actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Effectively distributes work to the appropriate level and person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Communication and Interpersonal Skills					
- Deals openly & honestly with people in all levels of the organization while building credibility & developing trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Viewed by others as being helpful and supportive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Able to prepare & present information to internal and external groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Maintains a professional demeanor, even when dealing with sensitive topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Promotes wellness in the work place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Resource Management and Accountability					
- Utilizes resources efficiently and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Meets budget objectives and goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Addresses any marginal or deficient work-related issue as it occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Recognizes and acknowledges outstanding performance as it occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Administers Orange County/Department/Division Policy, Operational Guidelines, SOPs, and Union Contracts appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Administers the performance evaluation program for all subordinates in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



General Comments

Employee Name: _____
Last First M.I.

Employee ID Number: _____

General Comments (Attach additional pages if needed)

Developmental/Action Plan (Attach additional pages if necessary)

Suggested items may include:

- * Cross training opportunities
- * New job related skills to include equipment & software
- * Educational opportunities to include class attendance and certifications as appropriate
- * Job efficiencies
- * Enhancement to job performance

Follow-Up Date		Documentation of Follow-Up:	
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Employee Feedback (Optional - Attach additional sheets as needed)

Employee Name (First MI Last)	Employee ID	Signature	Date
Supervisor Name (First MI Last)	Employee ID	Signature	Date
Next Level Management Name (First MI Last)	Employee ID	Signature	Date
HR Rep Name (First MI Last)	Signature	Date	