

STOREY COUNTY PERFORMANCE REVIEW WORKSHEET

EMPLOYEE NAME (Last Name, First Name, Middle Initial)	NOTE; The dimension explanations are intended as guidelines for use of the most commonly evaluated performance dimensions. The dimensions listed are not applicable in the same way to all positions.																					
DATE OF REVIEW 0000000																						
PERIOD COVERED BY EVALUATION 2025-2026																						
INSTRUCTIONS																						
<p>On the following pages, summarize your appraisal of the performance of the employee listed above for the period indicated. Each performance dimension listed should be addressed, though not all dimensions may have the same importance. Refer to the General Performance Expectations section following this page for each dimension which applies to the position listed.</p> <p>1. Use the "Description of Performance/Comments" section to record your conclusions and, if appropriate, to describe any notable examples of performance or behavior which relate to your conclusion. Use the ⊖ ⊙ ⊕ symbols to identify areas of particular importance in determining your rating each employee on each dimension. Explain ratings of "excellent" or "needs work" in the comments section.</p> <p>2. Use a check mark on the number to indicate the extent to which the employee meets expectations on each dimension. Refer to the rating guide provided in Attachment B to the Performance Review Policy for rating guidelines. An explanation is REQUIRED for every rating less than three or great than five.</p> <div style="text-align: center; margin: 10px 0;"> <table style="margin: auto; border: none;"> <tr> <td style="font-size: 24px; margin: 0 15px;">1</td> <td style="font-size: 24px; margin: 0 15px;">2</td> <td style="font-size: 24px; margin: 0 15px;">3</td> <td style="font-size: 24px; margin: 0 15px;">4</td> <td style="font-size: 24px; margin: 0 15px;">5</td> <td style="font-size: 24px; margin: 0 15px;">6</td> <td style="font-size: 24px; margin: 0 15px;">7</td> </tr> <tr> <td style="text-align: center; margin: 5px 0;">Far Below</td> <td></td> <td></td> <td style="text-align: center; margin: 5px 0;">Meets</td> <td></td> <td></td> <td style="text-align: center; margin: 5px 0;">Far Exceeds</td> </tr> <tr> <td style="text-align: center; margin: 5px 0;">Expectations</td> <td></td> <td></td> <td style="text-align: center; margin: 5px 0;">Expectations</td> <td></td> <td></td> <td style="text-align: center; margin: 5px 0;">Expectations</td> </tr> </table> </div> <p>3. Describe specific expectations for performance and behavior in the "Expectations for Future Performance" section.</p> <p>4. Use the Overall Performance" dimension section to describe your overall evaluation of the employee's performance and behavior during the evaluation period.</p> <p>5. Both employee and supervisor are to sign the final document and submit it to the Commission Office.</p> <p style="text-align: center; margin-top: 20px;">PLEASE REFER TO THE COUNTY'S POLICY ON PERFORMANCE REVIEWS BEFORE COMPLETING OR INTERPRETING THEIS WORKSHEET.</p>		1	2	3	4	5	6	7	Far Below			Meets			Far Exceeds	Expectations			Expectations			Expectations
1	2	3	4	5	6	7																
Far Below			Meets			Far Exceeds																
Expectations			Expectations			Expectations																

1. INTERACTIONS/COMMUNICATIONS

Includes interaction with co-workers, other County Departments, citizens, and other governmental agencies; encompasses the area of sensitivity, adaptability, telephone skills, ability to follow written and oral instructions, and to provide information.

EXPECTATIONS; Interacts professionally and courteously with supervisors, co-workers, citizens, and other county staff; readily shares information and provides assistance; verbally communicates information to supervisors, co-workers, and citizens in an understandable manner; written communications are consistently clear and accurate; handles problems efficiently; maintains an open mind toward ideas of others and respects the feelings of others; responds to problems directly, efficiently, and effectively; understands and works toward group goals and objectives; encourages and is receptive to new ideas and procedures.

2. TECHNICAL KNOWLEDGE

Includes application of methods, procedures, facts, and principles an employee must know and demonstration of abilities an employee must possess to meet the responsibilities and requirements of the position, including the extent to which the employee applies expertise gained from previous experience and training; the extent to which the employee needs to apply training; and the technical quality of work performed.

EXPECTATIONS: Maintains current technical knowledge and ability sufficient to manage work and complete assignments; demonstrates knowledge and skill in operation of equipment required for job; maintains or enhances current expertise through training; keeps all licenses/certification current; produces work that is technically correct; prepared timely, complete, and technically accurate reports or records when required as part of the job; demonstrates awareness of resources available which are necessary to perform job duties.

3. PLANNING AND ORGANIZATION

Includes anticipation of demands for use of time and requirements to consistently meet or exceed standards for timeliness and work quality that are consistent with the appropriate level of supervision.

EXPECTATIONS: Uses effectively; completes assignments on time; discerns priority assignments; identifies and selects appropriate alternatives; demonstrates problem solving abilities for level of work/assignment; completes assignments and follows through; understands relationships between his/her position and other jobs, departments/agencies, and the public. For those in a supervisory position, schedules, assigns, and monitors staff and resources effectively.

4. PERSONAL BEHAVIOR

Address how the employee behaves in the work place.

EXPECTATIONS: Works as a "team player". Behaves so as to be perceived as a positive example by other County staff; is present at work and meetings in a consistent and timely fashion; dress and grooming appropriate to position; is fair and impartial in dealing with others; makes appropriate use of County resources; responds appropriately to adverse and stressful situations; shows good judgment in a variety of circumstances; effectively adjusts to changing priorities and circumstances; demonstrates tolerance with work associates and job conditions.

5. SAFETY

Safety in the work place is a concern relevant to every position in the County. It includes day-to-day safety awareness, knowledge and application of, and acceptance of safe procedures and acceptance of responsibility for personal safety and that of others.

EXPECTATIONS: Possesses adequate knowledge of applicable safety regulations; operates equipment in a safe manner and according to department and/or County guidelines; promptly reports any defective and unsafe working conditions; recognizes and addresses unsafe working conditions or practices; applies safe working practices in daily job duties; keeps abreast of current safety practices and techniques; promptly reports all injuries received on the job.

EMPLOYEE NAME: _____ REVIEW PERIOD 25 26 _____ DATE OF REVIEW _____

1. INTERACTIONS/COMMUNICATIONS

Place circle on rating: 1 2 3 4 5 6 7

Includes interaction with co-workers, other County Departments, citizens, and other governmental agencies; encompasses the areas of sensitivity, adaptability, telephone skills, ability to follow written and oral instructions, and to provide information.

CONSIDER	Description Of Performance/Comments
<p>⊖ = needs work ○ = satisfactory ⊕ = excellent</p> <p>⊖○○⊕ A. Relationships with the public, community, and special interest groups, supervisors, co-workers, and other organizations</p> <p>⊖○○⊕ B. Clarity of written and oral presentations</p> <p>⊖○○⊕ C. Effectiveness/Persuasiveness of communication</p> <p>⊖○○⊕ D. Leadership/Initiative</p> <p>⊖○○⊕ E. Listening/Responsiveness</p> <p>⊖○○⊕ F. Understanding and following instructions</p>	<p>Well respected by coworkers, departments, and the public. Always a positive attitude and enjoyable to have in the office.</p> <p>Has grown increasingly independent in fulfillment of duties.</p> <p>Asks questions and gives appropriate suggestions in office operations. This was a goal last year and is accomplished and appreciated.</p> <p>Completes assignments accurately and completely.</p>
EXPECTATIONS FOR FUTURE PERFORMANCE	

EMPLOYEE NAME: _____ REVIEW PERIOD 25 26 DATE OF REVIEW _____

2. TECHNICAL KNOWLEDGE

Place circle on rating: 1 2 3 4 5 6 7

Includes application of methods, procedures, facts, and principles an employee must know and demonstration of the abilities an employee must possess to meet the responsibilities and requirements of the position; including the extent to which the employee applies expertise gained from previous experience and training; the extent to which the employee needs and applies training; the technical quality of work performed.

CONSIDER	Description of Performance/Comments
<p>⊖ = needs work ○ = satisfactory ⊕ = excellent</p> <p>⊖○○⊕ A. Knowledge and application of facts, policies, methods, and procedures</p> <p>⊖○○⊕ B. Manual and equipment skills</p> <p>⊖○○⊕ C. Quality and thoroughness of work</p> <p>⊖○○⊕ D. Currency of knowledge(e.g.,training and licenses, when applicable)</p> <p>⊖○○⊕ E. Ability to adapt to changes in job requirements</p>	<p>Performs job well, understands applicable tools and equipment, and asks appropriately for help when needed.</p> <p>As a goal of last year's evaluation, has continued training on _____, and other programs as they apply to duties. Please continue to use knowledge to expand these programs to streamline office functions.</p> <p>Improvement seen in xyz.....us this anywhere...</p> <p>Should continue doing xyz-----use this anywhere,,</p>
EXPECTATIONS FOR FUTURE PERFORMANCE	

EMPLOYEE NAME: _____ REVIEW PERIOD ____25 26__ DATE OF REVIEW _____

3. PLANNING AND ORGANIZATION

Place circle on rating: 1 2 3 4 5 6 7

Includes anticipation of demands for use of time and requirements to consistently meet or exceed standards for timeliness and quality with the appropriate level of supervision.

CONSIDER	Description of Performance/Comments
<p>⊖ = needs work ○ = satisfactory ⊕ = excellent</p> <p>⊖○○⊕ A. Timing and effective completion of assigned work</p> <p>⊖○○⊕ B. Problem solving, decision making</p> <p>⊖○○⊕ C. Acceptance and performance of new and additional duties</p> <p>⊖○○⊕ D. Use of established procedures and instructions</p> <p>⊖○○⊕ E. Effective use of resources (e.g., tools, equipment, materials, and staff)</p> <p>⊖○○⊕ F. Anticipation of equipment and material needs</p>	<p>Work is completed on-time, attendance is punctual, and communicates well with others on work assignments. Accepts new duties when they come, and completes them as needed.</p> <p>Advancements seen in planning and meeting deadlines such as NRS posting requirements and vouchers.</p> <p>Maintains office inventory and has initiated tracking and security for countywide papers supplies.</p> <p>Makes sound choices and suggestions to improve office operations.</p> <p>Continuing to take lead role in coordinating the scheduling of events and accommodations.</p>
<p>EXPECTATIONS FOR FUTURE PERFORMANCE</p>	
<p> </p>	

EMPLOYEE NAME: _____ REVIEW PERIOD 25 26 DATE OF REVIEW _____

4. PERSONAL BEHAVIOR

Place circle on rating: 1 2 3 4 5 6 7

Addresses how the employee behaves in the workplace.

CONSIDER	Description of Actions and Behavior Which Strengthened/Weakened Employee's Performance
<p>⊖ = needs work ○ = satisfactory ⊕ = excellent</p> <p>⊖○○⊕ A. Reaction to change/flexibility</p> <p>⊖○○⊕ B. Use of judgment/work ethics</p> <p>⊖○○⊕ C. Work habits: attendance, cooperation, courtesy, punctuality</p> <p>⊖○○⊕ D. Appearance: grooming and attire appropriate to position (neat and clean)</p>	<p>Always professional, works independently, arrives on-time and uses time efficiently. Demonstrates genuine care about the job. Great work ethic. Works very well and positively with coworkers.</p>
EXPECTATIONS FOR FUTURE PERFORMANCE	
Empty space for future performance expectations	

EMPLOYEE NAME: ___ _ REVIEW PERIOD 25 26 DATE OF REVIEW _____

5. SAFETY

Place circle on rating: 1 2 3 4 5 6 7

Safety in the workplace is a concern relevant to every position in the County. It includes day-to-day safety awareness, knowledge and application of safe work procedures, and acceptance of responsibility for personal safety and that of others.

CONSIDER	Description of Performance/Comments
<p>⊖ = needs work ⊙ = satisfactory ⊕ = excellent</p> <p>⊖ ⊙ ⊕ A. Knowledge of safety regulations applicable to the job</p> <p>⊖ ⊙ ⊕ B. Use of equipment in a safe manner</p> <p>⊖ ⊙ ⊕ C. Reporting of defective equipment and unsafe conditions</p> <p>⊖ ⊙ ⊕ D. Reporting any and all personal injuries immediately</p>	<p>Exhibited safe and appropriate workplace practices.</p>
EXPECTATIONS FOR FUTURE PERFORMANCE	
Empty space for future performance expectations	

EMPLOYEE NAME: ___ REVIEW PERIOD ___25 26___ DATE OF REVIEW _____

OVERALL PERFORMANCE

Place circle on average score from Items 1-5: 1 2 3 4 5 6 7

Overall evaluation of the employee's performance and behavior during the evaluation period. Consider the relative importance of your evaluation on each of the dimensions. Also consider performance as it relates to achievement goals, contributions to the services and operation of the County above and beyond completion of basic work assignments, and performance on specific projects or in specific programs.

DESCRIPTION OF PERFORMANCE/COMMENTS

This can be a summary of the employee's work, a simple statement, or just a note..

EXPECTATIONS FOR FUTURE PERFORMANCE

Last Year's Goals:

-Reference last year's goals if any.

Employee's goals for the next year:

1.

2.

3.

SUPERVISOR: _____

DATE: _____

EMPLOYEE: _____

DATE: _____

The employee's signature above merely acknowledges that a performance review was conducted. It does not indicate agreement or disagreement with the supervisor's appraisal.