

Hart County Board of Commissioners



Performance Appraisal

Employee Name: _____ Title _____

Department: _____

Reason for Review: Annual Promotion Unsatisfactory Performance End of Probation Period Other

Period Covered by Review: ____/____/____ to ____/____/____ Last Appraisal ____/____/____

Appraisal scheduled ____/____/____

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check the ratings box under the appropriate performance description to indicate the employee's performance. The points for each description checked will be totaled and averaged for an overall performance rating.

| Areas to be Evaluated | Unsatisfactory | Improvement Needed | Good | Very Good | Outstanding |
|---|----------------|--------------------|------|-----------|-------------|
| | (1) | (2) | (3) | (4) | (5) |
| 1. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. | | | | | |
| Comments | | | | | |
| 2. Independence – The extent to which an employee performs work with little or no supervision. | | | | | |
| Comments | | | | | |
| 3. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary. | | | | | |
| Comments | | | | | |
| 4. Interpersonal Relationships – The extent to which an employee cooperates, works and communicates with co-workers/supervisors/outside contacts. | | | | | |
| Comments | | | | | |
| 5. Reliability – The extent to which an employee can be relied upon regarding task completion and follow up. | | | | | |
| Comments | | | | | |

Total Points Numbers of Areas Rated Overall Rating Unsatisfactory Very Good
 Improvement Needed Outstanding
 Good

Employee's Comments _____

Department Head's Signature _____ Date _____

Employee's Signature _____ Date _____

County Administrator's Signature _____ Date _____

- Notes: 1. Use additional page(s) if required.
 2. Employee's signature only acknowledges that the Performance Appraisal has been discussed with them. It does not indicate that they agree with the appraisal.