



Hart County
Board Of Commissioners

Performance Appraisal

Employee Name: _____ **Title:** _____

Department: _____ **Emp. #** _____

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.

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

Unsatisfactory Improvement Needed Good Very Good Outstanding

Employee's Comments

Total Points Numbers of Areas Rated Overall Rating

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 is only an acknowledgment that the Performance Appraisal has been discussed with him/her. It does not imply agreement.