

Local Health Department Employee Performance Evaluation Form

Prepared by Department for Public Health
Division of Administrative & Financial Management
Local Personnel Section

LOCAL HEALTH DEPARTMENT EMPLOYEE PERFORMANCE EVALUATION

Name: _____ Social Security # _____

Classification _____ Title Code _____

Health Department _____

Work Station _____

Review Period _____ Evaluator _____

Type of Evaluation ☐ Initial Probationary ☐ 1st Interim Meeting
 ☐ Annual Evaluation ☐ 2nd Interim Meeting
 ☐ Special Evaluation

Core Employee Performance Evaluation Factors; each employee is evaluated on the following competencies:

Communication: The extent to which the employee effectively listens, conveys and receives ideas, information and direction.

Concern for Accuracy: This reflects an underlying need to reduce confusion and variation in work processes. It is expressed as monitoring and checking the accuracy of work or information and insisting on clarity of roles and functions

Organizational Awareness: The ability to be aware of specific responsibilities of persons who are united as a group for the accomplishment of common mission and goals.

Performance Orientation: The concern for producing results while working toward a standard of excellence.

Position Knowledge: The extent to which the employee knows the details of the position and performs accordingly.

Service Orientation: The desire and demonstration to help or serve others, to be aware of the needs of others and meet their needs. This involves the ability to develop trust in all relationships to increase the level of trust in the organization.

The employee may be evaluated on other evaluation factors from the list provided below:

Collaboration: The ability to work together or to cooperate together.

Flexibility/Adaptability: The ability and willingness to alter opinions, behavior and/or attitudes in the light of new information, changing situations and/or different environments and cultures. It also refers to the ability to adapt to and work effectively and efficiently within a variety of situations, and with various individuals or groups.

LOCAL HEALTH DEPARTMENT EMPLOYEE PERFORMANCE EVALUATION

Leadership: The extent to which the employee influences others to strive toward objectives; inspires staff to productive achievement; provides environment for self-motivation and teamwork.

Productivity: Ability to produce useful and/or favorable results.

Quality: The extent to which the employee neatly, thoroughly, and accurately completes job assignments according to established standards of quality.

Teamwork: The ability to work together with others, to be part of a team, as opposed to working separately or competitively.

Identified Competencies for Measuring Employee Performance:

Required:

Communication
Concern for Accuracy
Organizational Awareness
Performance Orientation
Position Knowledge
Service Orientation

Additional:

Collaboration
Flexibility/Adaptability
Leadership
Productivity
Quality
Teamwork

Others as Selected by Supervisor

Communication- The extent to which the employee effectively listens, conveys and receives ideas, information and direction.	Observations/Comments	
ENTER PERFORMANCE FACTOR RATING		HC – Highly Commendable
		PC - Proficient and Commendable
		EC - Effective and Competent
		ND - Needs Development
		U - Unsatisfactory

This performance factor does not apply ____

Comments: _____

LOCAL HEALTH DEPARTMENT EMPLOYEE PERFORMANCE EVALUATION

Concern for Accuracy - Reflects an underlying need to reduce confusion and variation in work processes. It is expressed as monitoring and checking the accuracy of work or information and insisting on clarity of roles and functions.	Observations/Comments	
ENTER PERFORMANCE FACTOR RATING		HC – Highly Commendable
		PC - Proficient and Commendable
		EC - Effective and Competent
		ND - Needs Development
		U - Unsatisfactory

This performance factor does not apply ____

Comments: _____

Organizational Awareness - The ability to be aware of specific responsibilities of persons who are united as a group for the accomplishment of common mission and goals.	Observations/Comments	
ENTER PERFORMANCE FACTOR RATING		HC – Highly Commendable
		PC - Proficient and Commendable
		EC - Effective and Competent
		ND - Needs Development
		U - Unsatisfactory

This performance factor does not apply ____

Comments: _____

LOCAL HEALTH DEPARTMENT EMPLOYEE PERFORMANCE EVALUATION

Performance Orientation - The concern for producing results while working toward a standard of excellence.	Observations/Comments	
ENTER PERFORMANCE FACTOR RATING		HC – Highly Commendable
		PC - Proficient and Commendable
		EC - Effective and Competent
		ND - Needs Development
		U - Unsatisfactory

This performance factor does not apply ____

Comments: _____

Position Knowledge - The extent to which the employee knows the details of the position and performs accordingly.	Observations/Comments	
ENTER PERFORMANCE FACTOR RATING		HC – Highly Commendable
		PC - Proficient and Commendable
		EC - Effective and Competent
		ND - Needs Development
		U - Unsatisfactory

This performance factor does not apply ____

Comments: _____

Service Orientation - The desire and demonstration to help or serve others, to be aware of the needs of others and meet their needs. This involves the ability to develop trust in all relationships to increase the level of trust in the organization.	Observations/Comments

**LOCAL HEALTH DEPARTMENT EMPLOYEE
PERFORMANCE EVALUATION**

ENTER PERFORMANCE FACTOR RATING		HC – Highly Commendable
		PC - Proficient and Commendable
		EC - Effective and Competent
		ND - Needs Development
		U - Unsatisfactory

This performance factor does not apply ____

Comments: _____

Collaboration - The ability to work together or to cooperate together.	Observations/Comments
ENTER PERFORMANCE FACTOR RATING	

This performance factor does not apply ____

Comments: _____

Flexibility/Adaptability - The ability and willingness to alter opinions, behavior and/or attitudes in the light of new information, changing situations and/or different environments and cultures. It also refers to the ability to adapt to and work effectively and efficiently within a variety of situations, and with various individuals or groups.	Observations/Comments

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This performance factor does not apply _____

Comments: _____

Leadership - The extent to which the employee influences others to strive toward objectives; inspires staff to productive achievement; provides environment for self-motivation and teamwork.	Observations/Comments
ENTER PERFORMANCE FACTOR RATING	HC – Highly Commendable
	PC - Proficient and Commendable
	EC - Effective and Competent
	ND - Needs Development
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This performance factor does not apply _____

Comments: _____

Productivity: Ability to produce useful and/or favorable results.	Observations/Comments
ENTER PERFORMANCE FACTOR RATING	HC – Highly Commendable
	PC - Proficient and Commendable
	EC - Effective and Competent
	ND - Needs Development
	U - Unsatisfactory

LOCAL HEALTH DEPARTMENT EMPLOYEE PERFORMANCE EVALUATION

This performance factor does not apply _____

Comments: _____

Quality: The extent to which the employee neatly, thoroughly, and accurately completes job assignments according to established standards of quality.	Observations/Comments	
ENTER PERFORMANCE FACTOR RATING		HC – Highly Commendable
		PC - Proficient and Commendable
		EC - Effective and Competent
		ND - Needs Development
		U - Unsatisfactory

This performance factor does not apply _____

Comments: _____

Teamwork: The ability to work together with others, to be part of a team, as opposed to working separately or competitively.	Observations/Comments	
ENTER PERFORMANCE FACTOR RATING		HC – Highly Commendable
		PC - Proficient and Commendable
		EC - Effective and Competent
		ND - Needs Development
		U - Unsatisfactory

This performance factor does not apply _____

Comments: _____

**LOCAL HEALTH DEPARTMENT EMPLOYEE
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Other Competencies for the position (identify as indicated)

	Observation/Comments
ENTER PERFORMANCE FACTOR RATING	HC – Highly Commendable
	PC - Proficient and Commendable
	EC - Effective and Competent
	ND - Needs Development
	U - Unsatisfactory

This performance factor does not apply _____

Comments: _____

Supervisory Evaluation Factors

<u>Staff Development</u> Recognizes and develops skills of subordinates. Provides ongoing coaching and performance feedback	Observation/Comments
ENTER PERFORMANCE FACTOR RATING	HC – Highly Commendable
	PC - Proficient and Commendable
	EC - Effective and Competent
	ND - Needs Development
	U - Unsatisfactory

This performance factor does not apply _____

Comments: _____

<u>Functional/Departmental Planning</u> – Anticipates needs, determines priorities and establishes appropriate course of action.	Observation/Comments

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ENTER PERFORMANCE FACTOR RATING	HC – Highly Commendable
	PC - Proficient and Commendable
	EC - Effective and Competent
	ND - Needs Development
	U - Unsatisfactory

This performance factor does not apply _____

Comments: _____

<u>Decision Making</u> – Arrives at sound decisions with positive results, takes action and commits to the decision and its results.	Observation/Comments
ENTER PERFORMANCE FACTOR RATING	HC – Highly Commendable
	PC - Proficient and Commendable
	EC - Effective and Competent
	ND - Needs Development
	U - Unsatisfactory

This performance factor does not apply _____

Comments: _____

List Performance Strengths:

List Areas for Growth:

**LOCAL HEALTH DEPARTMENT EMPLOYEE
PERFORMANCE EVALUATION**

Supervisor's Comments About Performance Discussion:

Employee's Comments About Performance Discussion:

Objectives and Goals for Next Performance Period

Employee Development Plan

LOCAL HEALTH DEPARTMENT EMPLOYEE PERFORMANCE EVALUATION

Evaluation Criteria:

HC – consistently demonstrates **HIGHLY COMMENDABLE** skills surpassing expectations in the execution of the majority of critical job responsibilities and objectives; makes exceptional contributions to the overall functioning of a department by demonstrating initiative, flexibility, and creativity in addressing issues and/or developing systems, procedures, or enhancements for greater efficiencies and effectiveness; possesses superb skills and knowledge; constantly anticipates and/or responds quickly to changing situations and departmental needs; constantly contributes workable solutions to projects or problems; demonstrates work of a superior quality; and is a solution-oriented team player that maintains and promotes excellent working relationships.

PC – consistently demonstrates **PROFICIENT and COMMENDABLE** skill in the execution of the majority of critical job responsibilities and objectives; makes important contributions to the overall functioning of a unit/dept by demonstrating solid performance with respect to productivity and quality of work and possesses strong skills and knowledge; is a strong team player who maintains and promotes good working relationships.

EC – competently demonstrates **EFFECTIVE and COMPETENT** performance in the execution of the majority of critical job responsibilities and objectives; makes positive contributions to the overall functioning of a unit/dept by demonstrating sufficient performance with respect to productivity and quality of work; possesses appropriate level of skills and knowledge, seeking opportunities to develop; is a team player who maintains and promotes positive working relationships; work behaviors positively influences the work group; and readily adjusts to changing situations and work assignments.

ND – overall performance **NEEDS DEVELOPMENT** to ensure consistent execution of all job responsibilities and objectives; demonstrates success in some areas but guidance/direction/monitoring in other areas has been needed; performance factors/competencies as addressed above need further development and/or consistent application.

U – overall performance **UNACCEPTABLE**; job responsibilities and objectives have not been consistently met; performance requires close monitoring and has not kept pace with requirements; successes have been only occasional or of minimal impact; performance has failed to improve to demonstrate sufficient level of competencies required.

Overall Rating for this Evaluation Period: _____

Beginning Date of Rating Period: _____ Ending Date of Rating Period: _____

Appraiser's Signature: _____ Date: _____

Second Level Management Signature: _____ Date: _____

Employee's Signature: _____ Date: _____