

Classified Employee Evaluations (These are to be used only as guidelines)

	<u>Unsatisfactory -</u> <i>Performance is not acceptable at SLOCOE. Employee has been counseled and is not improving.</i>	<u>Needs Improvement</u> <i>Performance less than expected. The Employee will be monitored with an Improvement Plan until performance improves or is deemed unsatisfactory.</i>	<u>Meets Standards</u> <i>Performance that is expected of a SLOCOE employee.</i>	<u>Exceeds Standards</u> <i>Performance which is better than expected of a fully competent employee. This is the desired performance that employees should strive to meet.</i>
1. Work Quality	<ul style="list-style-type: none"> • Work is sloppy, inaccurate, late, and/or incomplete. • Supervisor has discussed this with the employee without significant improvement. 	<ul style="list-style-type: none"> • Work is sloppy, inaccurate, late and/or incomplete, and may need to be redone. 	<ul style="list-style-type: none"> • Work is consistently neat, accurate, timely, and complete. • Accepts and willingly carries out assignments. • Completes tasks and addresses all necessary elements of the tasks. • Takes ownership of tasks within the job description. 	<ul style="list-style-type: none"> • Work is noticeably outstanding with minimal mistakes and of excellent quality. • Frequent positive feedback is received.
2. Compliance to Rules and Regulations	<ul style="list-style-type: none"> • Direct supervision is required to get the job done. • Policies, procedures, and instructions are not followed (such as leave procedures, safety practice, etc.). • Supervisor has discussed this with the employee without significant improvement. 	<ul style="list-style-type: none"> • Supervision is required to get the assigned work done. • Instructions are frequently not followed and/or need to be repeated. • Occasional lapses occur in following policies and procedures (such as leave procedures, safety practices, etc.) 	<ul style="list-style-type: none"> • Maintains assigned work schedule with regular and punctual attendance. • Ability to work independently with minimal supervision. • Follows departmental procedures and all SLOCOE policies in the workplace including safety procedures and practices. • Adheres to internal, local, federal, state, and governmental agency regulations. 	<ul style="list-style-type: none"> • Needs are anticipated in advance. • Rules and procedures are understood and can be explained to others. • Ability to work with little or no supervision.
3. Interpersonal Skills / Professionalism	<ul style="list-style-type: none"> • Relationships with others are poor. • Supervisor has discussed this with the employee without significant improvement. • Behavior often seen as tactless or discourteous. 	<ul style="list-style-type: none"> • Occasional lapses of courtesy and tact have been displayed. • Relationships need improvement. • Confidentiality is sometimes compromised. • The Employee is reluctant to accept suggestions for improvement. 	<ul style="list-style-type: none"> • Strong working relationships are displayed. • Behaves in a manner appropriate to the work environment. • Confidentiality is maintained. • Accepts constructive suggestions and improves performance based on the feedback. 	<ul style="list-style-type: none"> • Represents the organization in a positive manner and is a role model when dealing with people. • Treats others in a professional, responsible, and respectful manner. • Models and promotes clear, frequent, and honest communication.

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	<ul style="list-style-type: none"> Confidentiality is breached. Employee does not accept suggestions for improvement. 		<ul style="list-style-type: none"> Follows proper channels of communication and demonstrates effective oral & written communication skills. Collaborates and works effectively with others to achieve shared goals. Works effectively with fellow employees and the public. 	<ul style="list-style-type: none"> Values individual initiative, and continuous improvement. Mentors others.
4. Adaptability to Change / Shows Initiative	<ul style="list-style-type: none"> Adapting to change, noticing needs, and/or problem solving is not evident. Supervisor has discussed this with the employee without significant improvement. 	<ul style="list-style-type: none"> Difficulty adapting to change is evident. Needs were overlooked or not seen by the employee; assistance was required to solve problems. 	<ul style="list-style-type: none"> Works within scope of responsibility. Adaptability to change and new ideas is evident. Needs were identified by the employee and problems were solved independently. Employee is a self-starter and promotes teamwork. 	<ul style="list-style-type: none"> Actively participates in change and the creation of new ideas. Goes out of their way to anticipate problems, questions, and situations before they occur. Solutions are researched and presented. Demonstrates initiative, and dependability, anticipates needs by recognizing potential issues and taking proactive steps to address.
5. Job Knowledge	<ul style="list-style-type: none"> Job knowledge to be successful is not evident. Methods and skills are unacceptable. Supervisor has discussed this with the employee without significant improvement. 	<ul style="list-style-type: none"> Knowledge about key aspects of the job is inadequate. Methods are ineffective or inefficient. Skills needed improvement. 	<ul style="list-style-type: none"> Sets priorities and uses time effectively; concentrates efforts on assigned tasks. Uses resources effectively: time, materials, different methods of communication, etc. Continuously monitors industry trends and policy changes to stay ahead of potential shifts, ensuring tasks are completed in alignment with current standards and practices. Major elements of the job are understood. Methods used are efficient. Required skills are present. 	<ul style="list-style-type: none"> Strong knowledge of all aspects of the job is evident. Demonstrates mastery over the core responsibilities and tasks associated with the role, and displays a strong understanding of all major aspects of the job. Methods used are very effective. Required skills are strong.