

# Sarasota County Government Performance Evaluation - Teamsters Employees

Employee Name: \_\_\_\_\_ Classification: \_\_\_\_\_

Probationary Review Date: \_\_\_\_\_ or Anniversary Date: \_\_\_\_\_

Position Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**KEY: E = Exceeds Expectations    A = Achieves Expectations    N = Needs Improvement**

Job Responsibilities (Describe Briefly)	
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		E	A	N
<b>1</b>	<b>Safety:</b> Adheres to safety standards and participates in safety related activities. Identifies hazardous conditions and situations; takes corrective action. Creates a safe and accident-free environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>Job Knowledge:</b> Demonstrates and applies knowledge, skill and competence in performing required job duties including an understanding of process, methods, systems and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	<b>Productivity/Time Management:</b> Work is accomplished quickly and accurately. Productivity standards are met. Uses time and equipment effectively. Is able to work effectively in highly challenging situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>Quality of Work:</b> Includes accuracy, neatness, consistency and thoroughness of work effort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	<b>Communication:</b> Exhibits good interpersonal skills. Open to constructive critiques on how to improve. Creates effective working relationships by information sharing. Gives feedback for improvement of work product.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	<b>Team Values:</b> Team player/ Respects others and honors diversity. Open and honest when dealing with co-workers and customers. Cooperative with supervisors and co-workers. Offers assistance to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	<b>Financial Responsibility:</b> Holds self accountable for the responsible use of county -owned equipment and property and private property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	<b>Responds positively to change/Innovation:</b> Accepts change efforts and seeks new ways to meet evolving challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	<b>Initiative:</b> Demonstrates being a self-starter and shows resourcefulness. Anticipates needs and does not wait to be told. May suggest new ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b>	<b>Attendance/Punctuality:</b> Can be depended upon to report to work as scheduled. This includes minimal or no unscheduled absences or tardiness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*N is not included in consideration of lump sum award				
<b>OVERALL PERFORMANCE RATING: E A or N</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accomplishments	List top three accomplishments this year with a specific example.
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Opportunities for Improvement	List areas where employee could improve performance.
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Development Plan	Action plan to improve performance, training and development.
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Future Goals	
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Supervisor Comments	
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Employee Comments	
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**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## COMMENTS

Number	Comments
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

If the overall rating is needs improvement, the employee shall have the right to grieve the failure to advance to the next step of the pay plan in accordance with the grievance procedure in the collective bargaining agreement.