



Ratings:

	<b>ELEMENTS</b>	Superior Contributor	High Contributor	Satisfactory Contributor	Lower Contributor	Unsatisfactory Contributor
	<b>THE WAY YOU DO YOUR JOB</b>					
1	<b>Quality of Work</b> Standard of workmanship, efficiency, neatness, thoroughness, consistency. Work performed according to policies and job requirements; establishes plans and follows-up; completes assignments accurately.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>Quantity of Work</b> Productivity in terms of the number and volume of assignments in the time frame established.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Job Knowledge</b> Understands and applies knowledge of the techniques, methods and skills involved in the job.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Decision Making / Problem Solving</b> Anticipates and recognizes potential problems; determines cause, overcomes obstacles; develops alternative solutions; demonstrates ability to solve problems in group environment; makes appropriate decisions; acts thoughtfully and professionally in all situations; takes action when appropriate.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Organizational Skills</b> Maintains cleanliness/order in work area; utilizes time productively to complete job tasks; effectively manages and prioritizes work load to meet deadlines.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<b>Communication Skills</b> Expresses ideas, information, and/or instructions in a clear, organized, and concise manner; clearly and effectively communicates both verbally and in writing; written communications are error free; elicits, listens and understands communication from others; keeps supervisor(s) informed of opportunities and/or problems; uses tact, good judgement, common sense and de-escalation techniques to resolve conflicts.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>Initiative</b> Works with minimum supervision; seeks new and better methods to do job; demonstrates willingness to contribute and develop new ideas; accepts responsibility for unanticipated projects.  Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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8	<p><b>Safety and Security</b> Demonstrates ability to correctly interpret, apply and follow safety and security policies and procedures; applies safety tactics and current training techniques to daily work activities; takes steps to maintain an accident free environment.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>THE WAY YOU TREAT OTHERS</b>						
9	<p><b>Customer Service</b> Consistently demonstrates attentive, courteous and efficient service to all customers (internal and external); anticipates customer's needs and looks for opportunities to exceed their expectations; and creates a positive respectful work environment.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<p><b>Team Player</b> Cooperates and works well with others; builds and sustains positive relationships; collaborates with others, manages and resolves conflict; treats others with respect; keeps commitments to others; contributes to workgroup morale; promotes cooperation with others; is enthusiastic; portrays a positive demeanor and works toward the goals of the court division.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>THE WAY YOU PRESENT YOURSELF</b>						
11	<p><b>Work Habits</b> Demonstrates reliability; maintains attendance and punctuality (reports to and leaves work on time); demonstrates honesty and integrity; is accountable; complies with judicial merit rules/division work rules; demonstrates professional ethics and follows Code of Conduct for Judicial employees; follows supervisor's directions; meets annual COJET requirements; accepts direction and constructive criticism.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<p><b>Personal Presentation</b> Displays a clean and neat appearance appropriate to the job duties performed and consistent with the dress code standards of the court division.</p> <p>Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sub-Total Ratings – PART I</b>						

**SUPERVISORY SUPPLEMENT - PART II**

		Superior Contributor	High Contributor	Satisfactory Contributor	Lower Contributor	Unsatisfactory Contributor	Not Applicable
<b>HOW DO YOU DEVELOP YOUR EMPLOYEES</b>							
1	Effective in influencing and guiding others in the completion of tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Consistently conducts structured on-the-job training for new and existing employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Takes corrective action in a fair, controlled and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Performance evaluations are conducted in an objective, accurate and fair manner; are timely and consistent with actual performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Identifies developmental needs of employees and ensures that there are action plans to address these areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is able to delegate responsibility while maintaining authority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
<b>FINANCIAL ACCOUNTABILITY</b>							
7	Understands the annual department budget; is knowledgeable of budget goals and actively works toward them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Aggressively seeks more efficient methods of operating within fiscal guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Demonstrates fiscal responsibility with regard to County assets and ensures staff does the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Embraces safety policies and procedures with employees; understands and supports obligation under the State workers' compensation program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							

<b>Ability to Create/Maintain a Positive Productive Work Environment</b>		Superior Contributor	High Contributor	Satisfactory Contributor	Lower Contributor	Unsatisfactory Contributor	Not Applicable
11	Effectively fosters a team-oriented atmosphere and encourages high morale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Promotes cooperation and teamwork with the court division / work unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Ensures employees are cross trained to meet division needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Conducts regular, effective meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Ensures that employees maintain appearance and grooming standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Ensures that employees have adequate resources to get the job done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Effectively manages the schedules of employees to ensure proper coverage, while encouraging paid time off so employees remain energized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
<b>COMMITMENT TO BEING RESPONSIBLE AND ACCOUNTABLE</b>							
18	Demonstrates the ability and willingness to enforce standards on self, subordinates and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Supports policies and decisions made by the Court Division and Superior Court.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Accepts responsibility for own actions and decisions and those of their employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Inspires confidence, respect, enthusiasm and cooperation from subordinate employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
<b>Sub-Total Ratings Part II – Supervisory Supplement</b>							

<b>Total Ratings Part 1 and Part II (if applicable)</b>	<b>Superior Contributor</b>	<b>High Contributor</b>	<b>Satisfactory Contributor</b>	<b>Lower Contributor</b>	<b>Unsatisfactory Contributor</b>

**SUMMARY OF OUTSTANDING ACCOMPLISHMENTS / STRENGTHS:**

**DIFFICULTIES, CHALLENGES, AND AREAS FOR IMPROVEMENT / DEVELOPMENT:**

**OVERALL RATING (Check  the applicable category):**

<input type="checkbox"/>	<b>Superior Contributor</b>	Performance is consistently exceptional, easily recognized as unique in ability and performance. Demonstrates expertise and serves as model and inspiration to others. One-half or more of the elements are rated 'Superior' with no ratings below 'Satisfactory'.
<input type="checkbox"/>	<b>High Contributor</b>	Performance exceeds expectations. Consistently achieves results in excess of expectations of job duties and responsibilities. One-half or more of the elements are rated as 'High' or better with no ratings below 'Satisfactory'.
<input type="checkbox"/>	<b>Satisfactory Contributor</b>	Performance meets all expectations and standards. Satisfactorily completes job duties and responsibilities required to perform. Elements are rated as 'Satisfactory' or better with no more than two elements rated at 'Low' contributor'.
<input type="checkbox"/>	<b>Low Contributor</b>	Performance is below level of expectation and standard measures. Improvement is necessary to meet satisfactory performance. Additional training and supervision is recommended for performance improvement. Three or more elements are rated at 'Low' Contributor.
<input type="checkbox"/>	<b>Unsatisfactory Contributor</b>	Does not meet performance standard expectations. Formal retraining or disciplinary action is necessary. One or more elements are rated at 'Unsatisfactory'.

**REVIEW AND SIGNATURE SECTION:**

**RATER:**  
Comments:

Rater Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**REVIEWING AUTHORITY:**  
Comments:

Reviewing Authority Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**EMPLOYEE:**  
Comments:

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

Printed Name: \_\_\_\_\_

*Note: Employee's signature acknowledges receipt of this document & does not necessarily imply agreement with the contents of the evaluation.*