

## Performance Appraisal for Department Heads

1. Name (Last, First Middle):		2. Job Classification:			
3. Status: <input type="checkbox"/> Regular <input type="checkbox"/> Probationary	4. Department:		5. Job Start Date:		
6. Occasion for Report: <input type="checkbox"/> Annual <input type="checkbox"/> Monthly (Probationary) <input type="checkbox"/> Other	7. Period of Report From: _____ To: _____				
8. Department Head (Last, First Middle):		9. Mid-Year Counsel Date:			
10. Counselor:		11. Signature of Employee Counseled:			
<p>Purpose: The purpose of conducting the Performance Appraisal is to 1) Develop better communication between the employee and the supervisor; 2) Improve the quality of work; 3) Increase productivity; and 4) Promote employee development.</p> <p>Consider the employee's performance in each category and evaluate the level of performance that most accurately describes his/her job performance. The following is a general description of each level of performance:</p> <p>5 - <b>Greatly exceeds expectations.</b> The employee's performance is far above the defined expectations. The employee consistently does outstanding work, regularly going far beyond what is expected of employees in this job. Performance that exceeds expectations is due to the employee's own knowledge, skill, or effort. Any performance not consistently exceeding expectations is minor or due to events not under the control of the employee.</p> <p>4 - <b>Exceeds expectations.</b> The employee's performance meets the defined job expectations and in many instances, exceeds job expectations. The employee generally is doing a very good job. Performance that exceeds expectations is due to the employee's own knowledge, skill, or effort.</p> <p>3 - <b>Meets expectations.</b> The employee's performance meets the defined job expectations. The employee's performance is at the level expected for employees doing this job. The performance is due to the employee's own knowledge, skill, or effort.</p> <p>2 - <b>Progressing.</b> The employee's performance meets some of the job expectations, but does not fully meet the remainder. Improvement is needed to fully meet expectations. The employee generally is doing the job at a minimal level or is performing less than a good job. Lapses in performance are due to the employee's own lack of knowledge, skill, or effort.</p> <p>1 - <b>Below expectations.</b> The employee's performance generally fails to meet the expectations as defined. The employee frequently requires close supervision; the employee's work frequently must be redone; or the employee is not doing the job at the level expected for employees in this position. Unsuccessful job performance is due to the employee's own lack of knowledge, skill, or effort.</p>					
12. Job Competency (For a detailed description of each level of performance, refer to HR Form 43A—Detailed Competencies for Department Heads)					
a. <b>Job Skills</b> - Possesses skills and knowledge to perform the job competently.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
b. <b>Vision</b> - Ensures that the organization's vision is clearly understood by all employees. Ensures that the organization's policies and practices are consistent with the vision.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
c. <b>Quality of Work</b> - Demonstrates concern for the accuracy and quality of work, and takes steps to correct mistakes and improve the overall work product.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
d. <b>Dependability</b> - Can be relied upon to handle a fair workload, meet deadlines and commitments, and accept responsibility for actions.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
e. <b>Communication</b> - Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
f. <b>Encouraging Customer Focus</b> - Fosters an environment where customer service to both external and internal customers is a priority.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
g. <b>Responsibility</b> - Demonstrates a commitment to the public perception of the organization. Follows through on commitments and admits to mistakes.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
h. <b>Managing Fiscal and Human Resources</b> - Demonstrates fiscal responsibility through budget awareness and the effective and efficient use of allocated human resources.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
i. <b>Flexibility/Versatility</b> - Accepts changes and responds to setbacks with minimal disruption. Able to take on a variety of tasks and roles in the organization.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
j. <b>Managing Multiple Priorities</b> - Handles multiple assignments and priorities while fulfilling all commitments. Accepts new responsibilities and adapts to changes in procedures.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>

**Performance Appraisal for Department Heads (continued)**

1. Name (Last, First, Middle):	2. Job Classification:
13. Comments on Performance:	
14. <b>Areas Requiring Improvement:</b> Describe the specific areas in which you feel the employee needs to improve. Also, describe the specific actions that will be taken by you and the employee to strengthen these areas, and training required, and the deadline for which improvements are expected.	
15. <b>Goals:</b> List the goals to be accomplished during the upcoming year.	
16. <b>Qualifications/Achievements:</b> List any education, awards, community involvement, etc. achieved during this period.	
<p>17. Overall Performance:</p> <p>5 <input type="checkbox"/> Greatly Exceeds Expectations</p> <p>4 <input type="checkbox"/> Exceeds Expectations</p> <p>3 <input type="checkbox"/> Meets Expectations</p> <p>2 <input type="checkbox"/> Progressing</p> <p>1 <input type="checkbox"/> Below Expectations</p>	<p>18. Signature of Rater/Supervisor:</p> <p style="text-align: right;">Date:</p> <hr/> <p>19. Signature of Department Head:</p> <p style="text-align: right;">Date:</p> <hr/> <p>20. Signature of Employee. "I have seen this report, been apprised of my performance, and understand my right to submit a statement."</p> <p><input type="checkbox"/> I intend to submit a statement.    <input type="checkbox"/> I do not intend to submit a statement.</p> <p style="text-align: right;">Date:</p>