

**County of DuPage
Employee Performance Evaluation
Non-Exempt**



Employee Name:	Job Title:
Department:	Division:
Prepared by:	Review Period From: To:
Date of Hire:	Length of time in position:

Demonstrated Performance Level Ratings

- 5 - Performance *always* exceeds expectations of position; in every instance.
- 4 - Performance *frequently* exceeds expectations.
- 3 - Performance meets job expectations.
- 2 - Performance does not meet job expectations; work and/or behavior is incomplete and/or inconsistent, may result in disciplinary action.
- 1 - In disciplinary action, immediate improvement required.
Performance may jeopardize departmental obligations.
- N/A - Not applicable to this position at this time

JOB KNOWLEDGE/SKILLS:

Possesses and applies necessary knowledge and skills to perform position requirements.

- 1) Demonstrates skills and abilities to perform job duties, methods, and procedures.
- 2) Complies with work procedures/policies.
- 3) Effectively able to learn new skills/ job procedures.
- 4) Performs work with minimum errors, corrections or revisions.
- 5) Has knowledge to effectively operate tools and equipment.
- 6) Other:

Category Average:

Comments:

WORK ETHICS/COMMUNICATION:

Works effectively with others in accomplishing assignments, tasks, goals, or objectives.

- 1) Cooperates and communicates well with supervisors and co-workers as part of a team, in all interactions of work activities.
- 2) Accepts job assignments willingly.
- 3) Communicates well with clients/customers, treating them with courtesy and respect.
- 4) Utilizes appropriate written communication skills for job duties.
- 5) Maintains confidentiality in the performance of work tasks.
- 6) Demonstrates good attendance and punctuality.
- 7) Other:

Category Average:

Comments:

RESPONSIBILITY/INITIATIVE:

Effectively manages and prioritizes job responsibilities based upon requirements.

- 1.) Performs tasks/projects with minimum supervision.
- 2.) Takes initiative to set priorities and complete job assignments thoroughly and in a timely manner, consistently meeting deadlines.
- 3) Effectively able to perform a variety of tasks/projects while maintaining an acceptable level of quality and accuracy.
- 4) Demonstrates the ability to find or prevent mistakes without re-work prior to the completion of the task/project.
- 5) Other:

Category Average:

Comments:

OTHER

Please answer the following questions by checking "yes" or "no."

If "no," please explain below:

YES NO

- | | | |
|--|--------------------------|--------------------------|
| 1) Reports to work dressed and in a fit condition to work. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Follows prescribed safety procedures and acts to report and/or correct hazards. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Demonstrates appropriate use of county equipment and supplies. | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

GOALS AND OBJECTIVES

Previous Year's Goals and Objectives:

Current Year's Goals and Objectives:

**OVERALL DEMONSTRATED
PERFORMANCE LEVEL**

- 4.6 - 5.0 Exceeds Expectations
- 3.6 - 4.5 Frequently Exceeds Expectations
- 2.6 - 3.5 Meets Job Expectations
- 1.6 - 2.5 Does Not Meet Job Expectations
- 1.0 - 1.5 Immediate Improvement Needed

Category Subtotal Average:

To calculate:

- Add Category Averages
- Divide by the total number of applicable categories

Employee Comments:

Your signature acknowledges that the goals and objectives stated in the evaluation form have been discussed with you by your supervisor.

Employee Signature

Supervisor Signature

Date

Department Head

Date