



County of DuPage Employee Performance Evaluation 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 expertise necessary to perform position requirements.

- | | |
|--|---|
| 1) Demonstrates and applies the required skills and technical knowledge to perform the job. | <input style="width: 100%;" type="text"/> |
| 2) Maintains knowledge/skills by staying current with information specific to the function or profession. | <input style="width: 100%;" type="text"/> |
| 3) Shares knowledge and experience so others may learn and benefit. | <input style="width: 100%;" type="text"/> |
| 4) Supports and applies County/Departmental policies and procedures in a consistent manner. | <input style="width: 100%;" type="text"/> |
| 5) Manages budgetary issues effectively. | <input style="width: 100%;" type="text"/> |
| 6) Demonstrates integrity and honesty in fulfilling responsibilities and conducts departmental business in accordance with the DuPage County Ethics Ordinance. | <input style="width: 100%;" type="text"/> |
| 7) Other: <input style="width: 50%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Category Average:

Comments:

INTERPERSONAL/COMMUNICATION SKILLS:

Works effectively with others in accomplishing assignments, tasks, goals or objectives; clearly expresses or presents ideas, facts and information.

- 1) Cooperates and communicates well with staff and co-workers in all interactions and work activities.
- 2) Communicates well with the public, treating them with courtesy and respect.
- 3) Communicates relevant information to others in a clear, accurate and timely manner.
- 4) Uses appropriate grammatical and organizational form in the preparation of written communication.
- 5) Makes effective presentations to peers, management or customers.
- 6) Other:

Comments: Category Average:

PROBLEM SOLVING AND DECISION MAKING:

Makes rational decisions based on factual information.

- 1) Employs time management skills, sets priorities, plans workload in an organized manner and accomplishes tasks or assignments within assigned deadlines
- 2) Recognizes and defines problems, trends and opportunities early and takes appropriate action.
- 3) Considers the opinions of others before making recommendations or decisions that affect the work environment.
- 4) Effectively handles situations where there are no prescribed methods or assigned answers.
- 5) Varies approach and is flexible with new situations as required and adapts well to change.
- 6) Other:

Comments: Category Average:

MANAGEMENT:

Effectively manages projects and/or staff.

Project Management

- 1) Sets project parameters, evaluates compliance with project standards and approves final project plans to ensure timely delivery of defined results.
- 2) Tracks milestones and timelines across projects and establishes necessary work flow.
- 3) Proactively identifies changes in work scope and modifies schedule as necessary to meet demands.
- 4) Analyzes and resolves issues to ensure that the work results are accurate and complete.
- 5) Other:

Comments:

Category Average:

Supervisory Management:

- 1) Establishes and communicates clear expectations, goals and performance standards to employees.
- 2) Selects employees who are the best match for the job and works with them to provide opportunity for career growth and development.
- 3) Structures department workflow appropriately; adjusts priorities and delegates responsibility effectively.
- 4) Establishes a positive work environment for employees.
- 5) Provides consistent, honest feedback to employees; acknowledges employees' contributions and promptly addresses deficiencies when necessary.
- 6) Other:

Comments:

Category Average:

OTHER

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

If "no," please explain below

- | | | |
|---|------------------------------|-----------------------------|
| 1. Demonstrates good attendance and punctuality. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Demonstrates integrity and honesty in fulfilling responsibilities. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Supports the County's commitment to safety; works safely and follows all applicable safety procedures. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments:

GOALS AND OBJECTIVES

Previous Year's Goals and Objectives:

(Were goals met? If not, why?)

Current Year's Goals and Objectives:

(Include unfinished goals from previous year, if applicable)

**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