

DALLAS COUNTY

NON-EXEMPT PERSONNEL PERFORMANCE EVALUATION

Purpose: The following evaluation form is designed to measure the performance of non-exempt employees during the period of review, and provide an opportunity for the employee and supervisor to discuss job related performance.

Employee's Name: _____ Appraisal Period: _____

Position Title: _____ Grade: _____

Major responsibilities of position: _____

PART I - PERFORMANCE FACTORS:

This evaluation measures 9 areas of job performance, i.e., performance factors. Analyze performance in these areas referring to the performance definitions outlined in Part II. Assess each applicable factor according to the degree to which performance meets job requirements. Circle or mark each scale at the point which most nearly reflects the employee's performance. If a rating of 1 OR 2 is circled, specific documentation is required in the COMMENTS section. Comments should relate to specific job duties. Write "NA" to indicate that a factor does not apply to this job or employee. Average the score of all items in a section to arrive at a score for each performance factor. The average of the performance factor scores will be the employee's composite score, an assessment of overall performance.

PART II - PERFORMANCE DEFINITIONS:

The rating should reflect the total impact of performance throughout the appraisal period. Be careful not to magnify an isolated incident in which the employee exceeded or fell below performance requirements.

- (1) **MARGINAL:** performs job below expectations of supervisor and does not fulfill minimum job requirements.
- (2) **ADEQUATE:** job performance is sometimes consistent with standards, but more often is below expectations. With proper supervision, training and experience, the employee is expected to improve.
- (3) **COMPETENT:** performance which consistently meets normal requirements of the position. All aspects of work fully acceptable.
- (4) **COMMENDABLE:** accomplishment clearly and consistently above what is required.
- (5) **DISTINGUISHED:** job performance, attitudes, and outputs consistently and significantly exceed the requirements.

COMMENTS: _____

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D. INITIATIVE: Self-reliance, resourcefulness, willingness and ability to accept and carry out responsibility.

- | | | | | | | | | | |
|-----|--|---|---|---|---|--|--|---|---|
| 10. | Does what needs to be done without being told. | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | | | [|] |
| 11. | Takes responsibility for individual action. | | | | | | | [|] |
| | 1 | 2 | 3 | 4 | 5 | | | [|] |
| 12. | Seeks additional assignments when other tasks are completed. | | | | | | | [|] |
| | 1 | 2 | 3 | 4 | 5 | | | [|] |

**SECTION D
AVERAGE** []

COMMENTS: _____

E. DEPENDABILITY: Degree to which employee can be relied upon to do the job and to meet personal or work deadlines without supervision.

- | | | | | | | | | | |
|-----|---|---|---|---|---|--|--|---|---|
| 13. | Follows through on assignments until completion. | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | | | [|] |
| 14. | Completes assignments on time. | | | | | | | [|] |
| | 1 | 2 | 3 | 4 | 5 | | | [|] |
| 15. | Sets and revises priorities to optimize time usage. | | | | | | | [|] |
| | 1 | 2 | 3 | 4 | 5 | | | [|] |
| 16. | Remains attentive to job duties without prompting. | | | | | | | [|] |
| | 1 | 2 | 3 | 4 | 5 | | | [|] |

**SECTION E
AVERAGE** []

COMMENTS: _____

F. WORKING WITH OTHERS: The degree to which an employee cooperates with others in resolving problems which affect job performance, departmental, or institutional goals.

- | | | | | | | | | | |
|-----|--|---|---|---|---|--|--|---|---|
| 17. | (A) Offers constructive criticism. | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | | | [|] |
| | (B) Accepts constructive criticism. | | | | | | | [|] |
| | 1 | 2 | 3 | 4 | 5 | | | [|] |
| 18. | Adjusts to supervisory/management style. | | | | | | | [|] |
| | 1 | 2 | 3 | 4 | 5 | | | [|] |

19. Actively contributes to team goals. []
 1 2 3 4 5
20. Displays a cooperative working relationship with others. []
 1 2 3 4 5

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**SECTION F
 AVERAGE** []

COMMENTS: _____

G. COMMUNICATIONS SKILLS: The ability to convey ideas and information effectively and courteously to others.

21. Conveys information and ideas clearly and courteously. []
 1 2 3 4 5
22. Information conveyed is generally accurate. []
 1 2 3 4 5
23. Maintains the confidentiality of business matters to which exposure may occur. []
 1 2 3 4 5
24. Reads and acts on mail as appropriate. []
 1 2 3 4 5

**SECTION G
 AVERAGE** []

COMMENTS: _____

H. WORK HABITS: Organization of work; punctuality; observance of rules and regulations.

25. Work attendance (time off other than for vacation and serious medical conditions). []
 1 2 3 4 5
26. Observance of established work hours (punctuality). []
 1 2 3 4 5
27. Maintains an orderly work area, with regard for equipment, tools, materials, and safety. []
 1 2 3 4 5
28. Performs well under pressure. []
 1 2 3 4 5

**SECTION H
 AVERAGE** []

COMMENTS: _____

I. OTHER: (only answer if applicable to job requirements)

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PART V - RECOMMENDED DEVELOPMENTAL ACTIVITIES:

Identify specific developmental activities that you feel will capitalize on the incumbent's strengths and improve their weak areas. Indicate target completion date for each activity. Consider both development in the present job and that which would help prepare the incumbent for possible future assignments.

ACTIVITY	COMPLETION DATE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

PART VI- REVIEW WITH EMPLOYEE:

I have reviewed this performance evaluation with my employee and he/she has had an opportunity to discuss it with me.

Appraiser's Signature/date _____

Employee's Signature/date _____

Dept Head/Elec.Off. Signature/date _____

Employee comments: _____

