

**DOUGLAS COUNTY, NEBRASKA
CIVIL SERVICE COMMISSION**

Employee Performance Appraisal (Supervisory)

(A) Employee Information:

(B) Instructions: Review the manual for performance appraisals giving special attention to the rating scale used for non-supervisory employees. The position description should be reviewed prior to beginning this process. Specific questions may be referred to the Civil Service Commission Office for clarification. (444-6125)

(C) Rating Scale: The scale below is to be used for the purposes of this appraisal. Assign the numerical rating which most aptly describes the performance in the space provided.

0 = **Unsatisfactory:** Employee consistently does not achieve minimal requirements.

1 = **Marginal:** Employee achieves most of the requirements of the position. Improvement is slow and more direct supervision is required than is normally expected.

2 = **Satisfactory:** Objectives for this position are being met. Performance represents that which is expected from a competent and qualified employee.

3 = **Commendable:** Employee frequently exceeds the expectations for this position. Performance reflects progressive improvement and acceptance of additional responsibilities.

4 = **Superior:** Superior performance is the norm rather than the exception. Achievements on a day-to-day basis exceed the expectations for this position. The employee requires minimal or no supervision and easily accepts new duties.

(D) General Factors: Consider each factor separately. Comments are to be made for each factor. Refer to manual for optional factor. Type or print comments.

1. **Staff Management:** Consider how well the supervisory employee assigns tasks and follows up to see that tasks have been performed by subordinates in an efficient and economical fashion. Manpower utilization and development of staff through accepted personnel procedures is to be considered, such as selection, training, use of probationary period, appraisal, etc.).

Comments: _____

[Rating] _____

2. **Planning and Organization:** Consider how well the employee sets and achieves objectives. Does the employee operate within and in consideration of the budget? Can the employee adjust to unusual situations and set priorities for areas of responsibility?

Comments: _____

[Rating] _____

3. **Communication:** Does the employee establish and maintain effective working relationships with the public, subordinates, supervisors, and associates in the department and with other County departments?

Comments: _____

[Rating] _____

(E) Instructions for Accountabilities: Accountabilities are those specific areas of responsibilities for which the employee has been given the resources to accomplish. Using the position description as the source, list 1 to 3 areas of accountability. A statement explaining the accountability is to be written in the area provided, make comments as to the performance, and assign the numerical rating using the scale provided.

Accountability #1:

Statement: _____

Comments: _____

[Rating] _____

Accountability #2:

Statement: _____

Comments: _____

[Rating] _____

Accountability #3:

Statement: _____

Comments: _____

[Rating] _____

(F) What aspect(s) of this individual's performance might hinder future development or cause difficulty in the present position. (Do not assign rating.)

Comments: _____

Performance Goals: (See Manual) _____

(G) In which area(s) does the employee contribute most to their present position and the County? (Do not assign rating.)

Comments: _____

(H) Overall Rating: Take scores from all factors; then total and divide by number of factors used.

Total score ____ **divided by** ____ **No. of Factors = Overall Rating** _____
(See manual for additional explanation)

(I) _____
(Rater's Name) (Title) (Signature) (Date)

(J) Employee's Comments: _____

(Employee's Name) (Title) (Signature) (Date)

*Employee signature does not denote agreement or disagreement with the contents of the appraisal.

(K) Departmental Approval by:

(Name) (Title) (Signature) (Date)

(L) Civil Service Review by:

(Name) (Title) (Signature) (Date)