



County of Marin
Employee Performance Evaluation Report Form
 Human Resources Department
 PMR 43 – Performance Planning and Evaluation

EMPLOYEE'S NAME _____ RATING PERIOD: FROM _____ TO _____ DUE DATE _____

CLASSIFICATION _____ DEPARTMENT _____ DIVISION _____

PLACE APPROPRIATE MARK TO INDICATE YOUR EVALUATION OF EMPLOYEE PERFORMANCE DURING THE RATING PERIOD

UNSATISFACTORY IMPROVEMENT NEEDED MEETS OR EXCEEDS STANDARDS

REMARKS

A. QUANTITY:

- ___ 1. VOLUME OF ACCEPTABLE WORK
- ___ 2. COMPLETION OF WORK ON SCHEDULE _____

B. QUALITY:

- ___ 3. ACCURACY AND NEATNESS
- ___ 4. JOB SKILL LEVEL
- ___ 5. ORAL AND WRITTEN EXPRESSION
- ___ 6. KNOWLEDGE OF WORK
- ___ 7. _____

C. WORK HABITS:

- ___ 8. ATTENDANCE
- ___ 9. OBSERVANCE OF WORK HOURS
- ___ 10. COMPLIANCE WITH RULES AND REGULATIONS
- ___ 11. COMPLIANCE WITH WORK INSTRUCTIONS
- ___ 12. PLANNING AND ORGANIZATION
- ___ 13. OBSERVANCE OF SAFETY PRACTICES
- ___ 14. OPERATION AND CARE OF EQUIPMENT
- ___ 15. INITIATIVE _____

D. PERSONAL RELATIONS:

- ___ 16. RELATIONS WITH FELLOW EMPLOYEES
- ___ 17. MEETING AND HANDLING THE PUBLIC
- ___ 18. PERSONAL APPEARANCE _____

E. ADAPTABILITY:

- ___ 19. PERFORMANCE IN NEW SITUATIONS
- ___ 20. PERFORMANCE UNDER STRESS _____

F. SUPERVISORY ABILITY:

- ___ 21. AFFIRMATIVE ACTION EFFORTS
- ___ 22. PLANNING AND ASSIGNING WORK
- ___ 23. TRAINING AND INSTRUCTING OTHERS
- ___ 24. SUPERVISORY CONTROL
- ___ 25. ORGANIZING AND COORDINATION
- ___ 26. JUDGEMENT AND DECISIONS
- ___ 27. OPERATIONAL ECONOMY
- ___ 28. MOTIVATION OF SUBORDINATES _____

COMMENTS: _____

OVERALL RATING:	UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS STANDARDS	EXCEEDS STANDARDS	OUTSTANDING
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RATER: THIS REPORT IS BASED ON MY OBSERVATION AND/OR KNOWLEDGE. IT REPRESENTS MY BEST JUDGEMENT OF THE EMPLOYEE'S PERFORMANCE.

SIGNED _____ **TITLE** _____ **DATE** _____

DEPARTMENT HEAD OR DIVISION CHIEF: I CONCUR IN AND APPROVE THIS REPORT.

SIGNED: _____ **TITLE** _____ **DATE** _____

EMPLOYEE: THIS REPORT HAS BEEN DISCUSSED WITH ME AND I HAVE BEEN GIVEN A COPY FOR MY FILE. I UNDERSTAND THAT MY SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT. I UNDERSTAND THAT I MAY WRITE A REBUTTAL TO THIS EVALUATION, WHICH BECOMES A PERMANENT PART OF THIS RECORD.

SIGNED: _____ **REBUTTAL ATTACHED** _____ **DATE** _____

(DISTRIBUTION: ORIGINAL COPY TO PERSONNEL FILE. ONE COPY TO EMPLOYEE AND ONE TO SUPERVISOR.)