



## Gunnison County

Employee Job Goal-Setting and Performance Evaluation

Employee Name:		Position Title:	
Department/Office:		Appraiser Name and Title:	
Current Grade/Step:	Original Hire Date:	Date of hire for this position:	
Performance Review: <input type="checkbox"/> Probationary <input type="checkbox"/> Annual <input type="checkbox"/> Other:			

**PERFORMANCE CRITERIA:**

Exceeds Standard			
Meets Standard			
Does Not Meet Standard			
			Working relationship with others in the County organization
			Working relationship with other agencies and offices
			Teamwork/team building within the Department and/or County
			Ability to work with the public
			Job knowledge
			Communication, oral and written
			Planning/organization, management of time
			Economical use of resources
			Initiative
			Effectiveness under stress
			Meets deadlines.
			Accepts responsibility
			Accepts direction
			Adapts to change
			Decision-making and problem analysis skills; solution-oriented
			Operation/care of equipment
			Absenteeism/Punctuality
			Attention to detail
			Overall quality of work
			Additional criteria if position is supervisory:
			Evaluation of employees
			Coordination and scheduling
			Leadership
			Training and instruction
			Judgment and Decision-making
			Other:
			<b>Summary Evaluation of Overall Performance</b>

**EMPLOYEE'S PROGRESS IN ACHIEVING IDENTIFIED GOALS FOR IMPROVED JOB PERFORMANCE:**

**JOB STRENGTHS AND INCIDENTS OF SUPERIOR PERFORMANCE:**

**GOALS AND/OR IMPROVEMENT PROGRAMS TO BE UNDERTAKEN:**

**PERFORMANCE DEFICIENCIES REQUIRING IMPROVEMENT OR CORRECTION BEFORE NEXT PERFORMANCE EVALUATION OR OTHER SPECIFIED TIME:**

**/s/ Appraiser/Supervisor:**  
**Title: County Manger**  
**Comments:**

**Date:**

*I certify that my supervisor has met with me and discussed this appraisal. I understand my signature does not indicate agreement with this appraisal of my performance.*

**/s/ Employee:** \_\_\_\_\_  
**Comments:**

**Date:** \_\_\_\_\_

**/s/ Department Director:**

**Date:**

**Additional information or comments may be attached to this form.**