County of Irwin
Employee Performance Evaluation

Employee Name:	Supervisor Name:
Employee's Job Title:	Supervisor's Job Title:
Department:	Length of time you have supervised employee: Years: Months:
Evaluation Period: FROM: TO:	Date Prepared:
Anniversary Month:	Employee ID Number:

Type of Review: ☐ Annual ☐ Probation: Mid-Term ☐ Probation: Final ☐ Special

Purpose of the Employee Evaluation and Development Report

The value of this review depends solely on the person making the rating, his/her impartiality, and sound judgment. A properly completed performance evaluation should provide a true picture of the employee's performance and clearly outline those areas in which the employee's performance has been strongest or weakest. The evaluation should clearly show what is expected of the employee to improve an inferior performance, or sustain acceptable work and/or conduct.

INSTRUCTIONS TO RATERS

1. The rating should be made with great care and fairness in the interests of the employee and the County of Irwin.
2. This evaluation of the employee's performance should reflect the entire rating period.
3. Rating supervisors should have been in the direct supervision over the rated employee for at least three (3) months of the period being evaluated. If less than three months, the employee's previous supervisor should be consulted.
4. As part of the evaluation process, a counseling interview should be held between the employee and supervisor. As a minimum, the supervisor should offer praise for a job well done; offer positive assistance in remedying any weaknesses in performance; and give the employee opportunity to express his/her feelings and thoughts in all job-related areas.
5. The rater should reference the employee's job description and use sound judgment in making the rating.

Distribution
Original..... Personnel
Copies to..... Employee
..... Dept. File

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