

Attitude & Dealing With Co-Workers	Consider willingness to work with and help others and attitude toward co-workers and supervisors. Ability to accept constructive criticism. Demonstrates enthusiasm, flexibility and willingness to accept tasks.			
Difficult to work with. Uncooperative and rude. Resents constructive criticism. Constant coworker problems.	Reluctant to cooperate. Stubborn and at times unwilling to follow orders without argument. Frequent coworker problems.	Tries to cooperate and usually agreeable. Accepts constructive criticism. Few problems with co-workers.	Cooperative most of the time. Interested in work. Responds to constructive criticism. Co-worker problems rare.	Very cooperative. Shows great interest in work. Encourages constructive criticism. Admired by co-workers.
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Comments:				<input type="checkbox"/> N/A
Public Contact	Consider the willingness to work with the public and project a good image of County employees.			
Cannot deal with the public. Inconsiderate and projects a bad image. Receives numerous valid complaints.	Has trouble dealing with the public. Occasionally lacks common courtesy and receives some valid complaints. Sometimes rude or inconsiderate. Projects a poor image.	Usually maintains courteous effective relations. Generally pleasant and considerate. Seldom receives valid complaints and projects an acceptable image.	Good in dealing with the public. Very pleasant and tactful. Rarely receives valid complaints. Projects a good image.	Excellent in dealing with the public. Exceptionally courteous and well mannered. No valid complaints received. Projects an excellent image.
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Comments:				<input type="checkbox"/> N/A
Operation & Care of County Equipment and Property	Consider the concern for safe, responsible and reasonable operation or use of County equipment or property, including requesting appropriate maintenance or repair.			
Shows no concern for the proper use and maintenance of equipment or County property	Minimal concern for equipment or County property. Often careless with usage.	Shows concern for equipment and County property. Handles with some care. Requests maintenance only if necessary.	Handles equipment and County property with care. Occasionally will request repair and maintenance as needed.	Operates and maintains equipment and County property with extreme care. Schedules repair and maintenance in a timely manner.
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Comments:				<input type="checkbox"/> N/A
Attendance	Consider the adherence to policies on absenteeism and tardiness.			
Often absent or tardy. Does not report absence or tardiness in advance. Very undependable.	Inconsistent attendance and punctuality. Seldom reports absence in advance. Not dependable.	Occasionally tardy or absent, but reports in advance in most cases.	Seldom absent or tardy. Always reports absences or tardiness in advance. Dependable.	Excellent attendance. Always at work and on time. Very dependable.
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Comments:				<input type="checkbox"/> N/A