

Evaluation Rating Guide: The County's adopted evaluation tool provides a 1-5 rating scale. The following provides an overall guideline for scoring the employee's performance.

5 - Outstanding

To receive an "outstanding" performance rating, the supervisor must be able to provide evidence of how the employee's job performance made a **significant contribution*** to the success of the organization. The supervisor must provide specific details (what, how, when) on the significant contribution.

*Significant contribution - having or likely to have a very large positive influence or effect, important, (ex. a *significant* piece of work that establishes a new, higher benchmark for performance); *also*: of a noticeably or measurably large amount, (ex. a *significant* number of special projects accomplished, producing *significant* budgetary savings, etc.).

4 - Exceeds job requirements

To receive "exceeds job requirements" performance rating, the supervisor must be able to provide evidence of how the employee's job performance made a **clearly identifiable contribution *** to the success of the organization, beyond the typical results that were expected. The supervisor must provide specific details (what, how, when) on the clearly identifiable contribution.

*Clearly identifiable contribution - having or likely to have a positive influence or effect, *also*: of a noticeable or measurable amount, (ex. Consistently demonstrates levels of effort, innovation and leadership that go well beyond the job description, produces unprecedented budgetary savings than typical, etc.)

3 - Performance on Target

The position descriptions expect high quality performance. Every job has tasks is expected to be done consistently well. Discuss and acknowledge these so that employees can focus on the most opportunistic aspects of their jobs.

The supervisor must be able to describe how the employee's performance met the performance expectations established at the beginning of the year's evaluation period and satisfied the job requirements detailed in the position description. A three (3) is given to show that the employee is **meeting the expectations** of the position and is based upon their tenure, skills and abilities. Please communicate to the employee that **"threes are good"!**

2 - Needs improvement

To receive a "needs improvement" rating the supervisor must provide specific details (what, how, when) on how the employee is developing a competency or why the employee's performance needs improvement. This rating could be used for (1) a new employee in the position who is still learning the job responsibilities, or (2) an existing employee who recently gained new responsibilities, or (3) an existing employee who needs improvement in performing their job responsibilities.

1 - Unsatisfactory

Behavior exists where an employee is experiencing apathy over a period of time even after developmental interventions.

To award an employee an "unsatisfactory" rating for any individual performance factor the supervisor must be able to describe how the employee's performance over the past year did not meet the performance expectations that were established at the beginning of the year's evaluation period, did not satisfy the job requirements contained in the position description, and negatively impacted the success of the organization. Any performance evaluation that contains an "unsatisfactory" rating, whether on individual performance factors or on the overall rating must provide comments to explain the employee's unsatisfactory performance over the past year **along with documentation**. In addition, an evaluation that contains "unsatisfactory" ratings, whether on individual performance factors or on the overall rating, must be reported to the next level of supervision for review.

Performance Evaluations Appeal: An employee may appeal his/her performance evaluation following the steps in the Delaware County Policy Manual Complaint Procedure. The appeal must be submitted within seven (7) business days of the performance review conference.