

# Marathon County Employee Performance Appraisal Form

Employee Name:	Last		First	
Job Title:				
Employee #:			Supervisor:	
Department:			Division:	
Evaluation Period:	12/1/20_____		11/30/20_____	
Evaluation Type	Mid Year <input type="checkbox"/> <b>Comment &amp; Signatures Only – No Ratings</b>		Annual <input type="checkbox"/>	
New Employee	Initial Performance Meeting <input type="checkbox"/> (to discuss behavioral performance expectations/SMART goals)			

Complete This Section After Conducting The Formal Performance Appraisal Meeting

Overall Rating	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**This evaluation has been discussed with me and I commit to achieving the performance goals.**

Employee Signature (*)		Date:	
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**This document represents an impartial evaluation of the employee’s performance for the period under review.**

Supervisor Signature (*)		Date:	
Manager Signature (*)		Date:	
Department Head Signature (*)		Date:	

(\*) Electronic signatures are acceptable

**NOTE: To add additional sections or make changes to the existing form, turn off “restrict formatting and editing”. Refer to the instructions: “How to turn off and on restrict formatting and editing to alter or change document” – Employee Resources Department, Performance Appraisal Webpage.**

See Part 5 For Rating Definitions

E=Exceptional      H=Highly Successful      S=Successful      N=Needs Improvement

**Part 1: Evaluation Of Performance Based On Employee Contribution To Core Values**  
 Refer to departmental behavioral examples of core values.  
 Core values establish Marathon County’s overall attitude and approach to business, ethics and morality. Value-based behaviors create a positive work environment and strong organizational culture. It’s how and why we do things. Core values guide us on how we are to conduct ourselves. Your commitment to our core values will promote an environment in which you and your coworkers can thrive and contribute to making Marathon County a preferred place to live, work and conduct business. For these reasons, a significant portion of our appraisal focuses on employees’ behavior in light of our core values.

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Service:

- **delivers on our commitments to all of our internal and external customers**
- **knows the customers' needs**
- **demonstrates ability to balance multiple short-term and long-term priorities**

CHECK RATING	E	H	S	N
<input type="checkbox"/>				

Integrity:

- **demonstrates honesty, openness, mutual respect and trust in others**
- **knows the County's ethical expectations and behaves accordingly**
- **behaves professionally during disagreements with others; leaves negative emotion out of such situations**
- **tracks own progress in meeting her or his technical and professional development goals and keeps supervisor apprised of this**

CHECK RATING	E	H	S	N
<input type="checkbox"/>				

Quality:

- **provides public services that are reflective of "best practices" in the field**
- **knows and uses standard operating procedures when such are relevant**
- **continuously revises and adopts new and improved ways to do work**
- **works to understand and support change**
- **takes reasonable risks in order to innovate**

CHECK RATING	E	H	S	N
<input type="checkbox"/>				

Diversity:

- **actively welcomes and values people with different perspectives and experiences**
- **understands that people are different**
- **accepts the differences in other people**
- **appreciates the differences in other people**
- **includes people in the workings of the organization**

CHECK RATING	E	H	S	N
<input type="checkbox"/>				

Shared Purpose:

- **functions as a team to attain our organizational goals and working collaboratively with our policy makers, departments, employees, and customers**
- **works to achieve "win-win" solutions**
- **contributes positively to and/or leads team-based work**
- **explains how her or his work contributes to their Department's and the County's vision and mission**

CHECK RATING	E	H	S	N
<input type="checkbox"/>				

Stewardship of Our Resources:

- **conserves the human, natural, cultural, and financial resources for current and future generations**
- **takes initiative to improve work process**
- **identifies and eliminates processes that do not add value**

CHECK RATING	E	H	S	N
<input type="checkbox"/>				

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Describe the employee's contribution and performance related to core values and use specific examples.

## Part 2: Evaluation Of Performance Based On Job Deliverables

Job deliverables are the essential job duties and competencies that are inherent in your position. They are the things that your supervisor and the community we serve expect you to be able to perform well in your job. Identify the three most important job deliverables and focus the evaluation on those three. If needed, additional sections can be added.

JOB DELIVERABLE (Essential Job Function and Standard):

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

JOB DELIVERABLE (Essential Job Function and Standard):

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

JOB DELIVERABLE (Essential Job Function and Standard):

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

## Part 3: Professional Development Plan (PDP)

We recognize that our employees are our greatest asset in serving the community. For that reason, we encourage our employees to continue to learn and grow professionally, while also working to ensure that other employees develop the skills and knowledge necessary to excel. See *Tool To Support Growth And Development to help you make an assessment of "where you are" and "where you would like to be in the future,"* as well as providing a roadmap for your career journey Professional Development Plan (PDP) Toolkit for more comprehensive planning and discussion on the Employee Resources Department Website - click on below link <http://www.co.marathon.wi.us/Departments/EmployeeResources/PerformanceAppraisal.aspx>

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The extent to which the employee is a successful learner and successful in their own growth and development.

- Accepts and solicits new challenges and tasks for professional growth
- Takes the initiative to seek and apply learning
- Accepts feedback from customers, co-workers and supervisors and considers this information for improving job performance
- Shares knowledge and insights with others

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Part 4: SMART Goals:

The setting of specific goals and frequently assessing your progress toward accomplishing them, are essential to improving performance. For that reason, our appraisal both looks back to our past goals to see what progress we have made and looks forward to set new goals for the future. A SMART goal may include all areas of performance appraisal: core values, job deliverables and/or professional development.

A. Progress in Achieving last year's SMART Goals	Rating			
	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## B. Smart Goals For Next Appraisal Period: Identify The Most Important Goal(S)

Refer to SMART Goal Toolkit for help in setting SMART goals – click on below link

<http://www.co.marathon.wi.us/Departments/EmployeeResources/PerformanceAppraisal.aspx>

SMART Goal – Specific	Measurable	Attainable	Relevant	Time Oriented
Example: Demonstrate proficiency in tracking and sorting employee training information	Microsoft Excel class completion Completion of spreadsheet	Evaluate in house training, webinar or other resources	Ensure accuracy of training records to ensure compliance	3/1/20XX

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Part 5: Overall Performance Rating:	
Check One	Description
<b>Exceptional (E)</b>	<input type="checkbox"/> <p>Typically about 10% of the County workforce would fall into this category. The employee's performance consistently exceeds expectations and role requirements by producing a high quality of work on a consistent basis.</p> <ul style="list-style-type: none"> <li>• anticipates and proactively addresses departmental needs</li> <li>• demonstrates leadership by managing projects and mentoring others</li> <li>• quality of work produced continually exceeds expectations, rework is rarely required</li> <li>• provides exceptional customer service</li> <li>• achieves objectives and tasks before the deadline with minimal supervision</li> <li>• influences others in a positive manner, even in stressful situations</li> <li>• fosters teamwork and positive relationships with everyone they come in contact with</li> <li>• accepts and helps to implement change</li> <li>• viewed as a role model to others by consistently contributing to a strong organizational culture and demonstrating exceptional core value behaviors</li> <li>• routinely volunteering for extra work/responsibilities while maintaining strong job performance</li> </ul>
<b>Highly Successful (H)</b>	<input type="checkbox"/> <p>The employee's performance consistently meets and generally exceeds expectations and role requirements by producing a high quality of work on a consistent basis.</p> <ul style="list-style-type: none"> <li>• highly knowledgeable of their job functions/duties, as well as other related aspects of the department, division, and organization, with the ability to explain and articulate such aspects clearly to others</li> <li>• dependable, reliable and follows through on all assignments</li> <li>• recognized by peers, managers, and other customers/personnel as collaborative, skilled, and reliable</li> <li>• effectively interacts with peers, managers, colleagues, other staff, and the public when representing the department, division or organization</li> <li>• consistently exhibits model behavior that exemplifies the values and qualities of Marathon County</li> <li>• exhibits teamwork or is a team player in varied settings without prompting and can work collaboratively with others</li> <li>• demonstrates the ability to take on progressive responsibility with a high level of success</li> </ul>
<b>Successful (S)</b>	<input type="checkbox"/> <p>The majority of the County workforce will fall into this category. The employee's performance generally and consistently meets the standards and expectations for the job.</p> <ul style="list-style-type: none"> <li>• recognizes that change is part of job and attempts to help foster changes in the workplace</li> <li>• conveys opinions in a respectful manner</li> <li>• clearly expresses ideas verbally and in writing</li> <li>• cooperative and gets along with others</li> <li>• makes a strong contribution to the success of the work unit</li> <li>• completes assignments correctly and on-time</li> <li>• has one or more identified opportunities for improvement</li> <li>• actively makes own decisions that impact his or her work; not overly dependent on supervision</li> </ul>
<b>Needs Improvement (N)</b>	<input type="checkbox"/> <p>The employee's performance is below expectations or standards.</p> <ul style="list-style-type: none"> <li>• inflexible to changing circumstances</li> <li>• demonstrates negativity towards work group or County goals</li> <li>• written material and/or oral presentations are confusing and difficult to follow or understand</li> <li>• frequently complains and not a team player</li> <li>• may possess some of the necessary knowledge and skills essential for the job, but requires additional training or commitment in order to perform the work at a level that is successful</li> <li>• looks for reasons why assignments cannot be accomplished rather than figuring out how to complete their work</li> <li>• requires considerable supervisory monitoring to implement goals and priorities in a timely manner</li> </ul> <p><b><i>The employee's performance might be improved through development, experience, and/or behavior. This rating requires the development of a Performance Improvement Plan (PIP) within 30 days. Click on below link.</i></b></p> <p><a href="http://www.co.marathon.wi.us/Departments/EmployeeResources/PerformanceAppraisal.aspx">http://www.co.marathon.wi.us/Departments/EmployeeResources/PerformanceAppraisal.aspx</a></p>

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<b>Supervisor's Justification Of Overall Rating</b>	
<b>Employee Comments</b>	