Court Reporting Services -Performance Evaluation Form Supervisor Evaluation of Employee

Employee Name:			County/Division:				Evaluation Period:				
							From		_ Through		
De	Definition of Performance Ratings:										
Per exc out cor req	EXCELLENTSATISFACTORYPerformance is consistentlyPerformance isexceptional. Results arecompetent andoutstanding anddependable. Resultsconsistently exceed theconsistently meet therequirements and standardsrequirements andof the position.standards of the position.		NEEDS IMPROVEMENT Performance is deficient and needs improvement. Results do not consistently meet the requirements and standards of the position.		UNSATISFACTORY Performance is unacceptable and requires immediate improvement. Results are consistently below the minimum requirements and standards for the position.		NOT APPLICABLE (N/A) The particular factor is not applicable to the employee or the supervisor has not had sufficient time or opportunity to observe the particular factor.				
General Performance Factors (Check one rating for each factor below)		Excellent	Satisfactory	Needs Improvement	Unsatisfactory	N/A		COMMENTS			
1. Job Comprehension and Skills Has an understanding of the duties, procedures, practices, equipment, skills, techniques and related funtions required to effectively perform the job.											
2. Productivity and Efficiency of Work Volume of work; sets appropriate priorities in managing assignments; completion of assignments on or before required deadlines.											
3. Compliance with Rules and Regulations Knows and adheres to the Administrative Regulations, Supreme Court Rules, statutes, and any local rules or orders which are applicable to the position.											
4. Work Habits Observes work schedules; uses time appropriately; adheres to rules and policies with regard to conduct and equipment; does not distract others.											
5.	Human Relations Establishes and maintain promotes harmony; displ assisting others; exercises courtesy in all circumstar and policies; offers input	s patience, restraint and nees; supports decisions									

6. Overall Employee Performance Evaluation	G Excellent. Consistently exceeds the requirements and standards of the position.	G Satisfactory. Consistently meets the requirements and standards of the position.	G Needs improvement. Does not always meet the requirements and standards of the position.	G Unsatisfactory. Consistently below the requirements and standards of the position.							
General Comments by Supervisor:											
(If additional space is required, separate sheet(s) may be attached)											
Employee Comments:											
(If additional space is required, separate sheet(s) may be attached)											
Supervisor I certify this performance evaluation represents my best ju the employee.	dgment and has been discussed wit	Employee I certify that this performance does not necessarily indicate	Employee I certify that this performance evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.								
Signature	Date	Signature		Date							
Signature	Duc	bigilitate		Duc							
Print Name											
Title		-									