

Court Reporting Services -Performance Evaluation Form Supervisor Evaluation of Employee

Employee Name:	County/Division:	Evaluation Period: From _____ Through _____				
Definition of Performance Ratings:						
EXCELLENT Performance is consistently exceptional. Results are outstanding and consistently exceed the requirements and standards of the position.	SATISFACTORY Performance is competent and dependable. Results consistently meet the requirements and 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 functions 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 maintains a positive work climate; promotes harmony; displays sincere interest in assisting others; exercises patience, restraint and courtesy in all circumstances; supports decisions and policies; offers input when appropriate.						

