



HARDEE COUNTY ECONOMIC DEVELOPMENT COUNCIL JOB PERFORMANCE EVALUATION & FEEDBACK FORM

Employee: _____

Evaluation Period: _____ Date: _____

Board Member: _____

PERFORMANCE PLANNING & RESULTS

Performance Review

- Use a current job description as a basis for this evaluation.
- The employee should rate themselves on their perceived level of performance in the left column, and the supervisor should rate the employee using the right column, based on the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "Outstanding" "Below Expectations, and "Unsatisfactory")

Outstanding	Performance is consistently superior
Exceeds Expectations	Performance is routinely above job requirements
Meets Expectations	Performance is regularly competent and dependable
Below Expectations	Performance fails to meet job requirements on a frequent basis
Unsatisfactory	Performance is consistently unacceptable

A. PERFORMANCE FACTORS (use job description as basis of this evaluation).

		Employee	Supervisor
Administration - Planning, organizing and effectively handling office operations	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
	NA		
Knowledge of Work - Level of understanding of all aspects of the position, economic opportunities, strategies and governing statutes/bodies.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
	NA		
Communication - Effectiveness in listening to others, expressing ideas, both orally and in writing, and providing relevant and timely information to Board, staff, public and/or prospects.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
	NA		
Teamwork - Measures how well this individual works with key stakeholders and shows a cooperative spirit.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
	NA		
Decision Making/Problem Solving - Measures effectiveness in understanding problems and making timely, practical decisions.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
	NA		
Financial Management - Measures effectiveness in establishing appropriate reporting and control procedures; operating efficiencies; and establishing and monitoring budgets.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
	NA		
Human Capital Management - Measures effectiveness in evaluating subordinates' performance; providing constructive feedback, efficient task delegation and taking appropriate and timely action with marginal or unsatisfactory performers.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
	NA		
Independent Action - Measures effectiveness in time management; initiative and independent action within prescribed limits.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
	NA		

		Employee	Supervisor
Job Knowledge - Measures effectiveness of methods, techniques and skills required in own job and related functions; remaining current on new developments affecting the EDC and its work activities.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
Leadership - Measures effectiveness in accomplishing the goals of the board; delegating and coordinating effectively; setting goals and objectives and promoting innovation and team effort.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
Managing Change and Improvement - Measures effectiveness in initiating, adapting to necessary changes, identifying new methods and generating improvement in organization's performance.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
Contact Responsiveness - Measures responsiveness and courtesy in dealing with board, staff, public, stakeholders, and vendors; and ensure that employees projects a courteous manner.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
Market Study – Measure and understand the current economic climate in the community. Make recommendations for project or impact studies as needed.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
Dependability - Measures how well employee complies with instructions and performs under unusual circumstances; consider record of attendance and project follow through.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
Marketing/Public Relations – Strategize and implement strategy for the internal and external promotion of Hardee County to generate a favorable environment for economic development and lead generation.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
Employee's Responsiveness - Measures responsiveness in completing job tasks in a timely manner.	Outstanding		
	Exceeds Expectations		
	Meets Expectations		
	Below Expectations		
	Unsatisfactory		
	NA		

B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS: Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance.

C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT:

D. PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:

E. EMPLOYEE COMMENTS:

F. JOB DESCRIPTION REVIEW SECTION: (Please check the appropriate box.)

- Employee job description has been reviewed during this evaluation and no changes have been made to the job description at this time.
- Employee job description has been reviewed during this evaluation and modifications have been proposed to the job description. The modified job description is attached to this evaluation.

G. SIGNATURES:

Employee _____ Date _____
(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Evaluated by _____ Date _____

Reviewed by _____ Date _____
(Board Chair)