

YAMHILL COUNTY

DEPARTMENT HEAD
REPORT OF ANNUAL PERFORMANCE APPRAISAL

Effective Date: _____

Name: _____ Position: _____

EVALUATION PERIOD:

A. KNOWLEDGE AND SKILLS

1. Technical Knowledge - How well the technical elements of the job are known. Includes: state and county laws, regulations and policies; legal, budgetary, personnel, procurement and other requirements applicable to the County under other federal or state statutes; Board and agency policies; and knowledge of departmental operations and requirements.

- Excellent performance
- Above average performance
- Average performance
- Below average performance
- Unacceptable performance

Comments:

2. Management and Administration - Efficient and effective use of resources; ability to direct staff; knowledge of effective management practices and procedures; ability to organize work.

- Excellent performance
- Above average performance
- Average performance
- Below average performance
- Unacceptable performance

Comments:

3. Communication Skill - Ability to effectively communicate orally and in writing; ability to summarize and present issues and facts; presentations and materials provided to the Board and other community groups.

- Excellent performance
- Above average performance
- Average performance
- Below average performance
- Unacceptable performance

Comments:

4. Representation of County and County's Interests - Ability to represent the County at various meetings of community groups and organizations; ability to express and protect the County's interests.

- Excellent performance
- Above average performance
- Average performance
- Below average performance
- Unacceptable performance

Comments:

5. Intergovernmental Coordination - Ability to work with other governmental agencies at the federal, state, and local levels; ability to coordinate activities between the county and other governmental agencies; cooperation with other governmental officials.

- Excellent performance
- Above average performance
- Average performance
- Below average performance
- Unacceptable performance

of scheduled meetings.

g. Information affecting County delivered in timely way.	<input type="checkbox"/>				
h. Board actions/directions implemented in accurate and timely fashion.	<input type="checkbox"/>				

Comments:

C. PERSONAL ATTRIBUTES

1. Adaptability - Ability to deal with new, changing, or crucial situations.

- Excellent performance
- Above average performance
- Average performance
- Below average performance
- Unacceptable performance

Comments:

2. Initiative - Self-motivation and drive; ability to originate or develop constructive ideas; sees work that ought to be done and does it.

- Excellent performance
- Above average performance
- Average performance
- Below average performance
- Unacceptable performance

Comments:

3. Judgment - Ability to think quickly and logically, to consider and evaluate all pertinent factors, and to reach appropriate decisions.

- Excellent performance
- Above average performance
- Average performance
- Below average performance
- Unacceptable performance

Comments:

4. Dependability - The extent to which reliance can be placed upon the individual to accomplish the job or assignment.

- Excellent performance
- Above average performance
- Average performance
- Below average performance
- Unacceptable performance

Comments:

D. GENERAL COMMENTS - General comments regarding the performance of the individual which are not covered in any of the above general categories or items to which specific attention is desirable.

E. RECOMMENDED CHANGES - Each Board member has individual wants/needs of the department head which s/he may not have articulated to date. Based on your experience as a Board member, what change would you want to see made in the department head's performance of job duties, or what job duties would you like to see accomplished which are not currently being performed?

F. EVALUATION INTERVIEW - Response to evaluation by the department head.

G. SIGNATURES

County Commissioners: _____ Date: _____

_____ Date: _____

_____ Date: _____

Department Head: _____ Date: _____