**XXXX COUNTY COURT OF COMMON PLEAS**

**SUPPORT STAFF PERFORMANCE APPRAISAL FORM**

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| Employee: |  | Job Title: |  | Evaluation Period: |
| Supervisor: |  | Date of Hire: |  |  |

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| **OBJECTIVES OF THE PERFORMANCE APPRAISAL** |
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| The purpose of this performance appraisal is to maximize job effectiveness and competency by highlighting strengths and accomplishments, assessing skill development proficiency, identifying areas for improvement and setting goals and objectives between the employee and the department. This instrument is intended to help facilitate meaningful communication between the supervisor and the employee regarding job performance and expectations. |

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| **PERFORMANCE RATING DEFINITIONS** | | |
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| **RATING CODES** | | |
|  | **SEE** | **SUBSTANTIALLY EXCEEDS EXPECTATIONS:** A rare performance level. Overall performance far exceeded expectations and had significant impact on the department’s overall performance. Employees receiving this rating are clear role models. |
|  | **EE** | **EXCEEDS EXPECTATIONS:** Consistently meets and frequently exceeds job requirements or expectations; highly effective and results oriented. |
|  | **EA** | **EXPECTATIONS ACHIEVED:** Meets job requirements in a competent manner and may exceed this level on occasion; it is the expected level of performance. |
|  | **NI** | **NEEDS IMPROVEMENT:** Meets some job requirements, but needs development in certain areas to fully meet expectations. |
|  | **FME** | **FAILS TO MEET EXPECTATIONS:** Clearly did not meet job requirements or expectations; immediate and significant improvement is required. |
|  | **NA** | **NOT APPLICABLE:** Performance factor does not apply to position being evaluated; or performance factor does not pertain to this current rating period (explain in comments section). |

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| **SECTION 1: DEPARTMENT STANDARDS AND POLICIES** | | | | |
| A | **WORK AND CONDUCT SUPPORTS MISSIONAND GOALS OF THE DEPARTMENT/JUDICIARY**   1. Demonstrates personal integrity and abides by the Code of Conduct of the Unified Judicial System 2. Follows laws, regulations, and judicial polices/directives, including all requirements for confidential information 3. Follows departmental polices 4. Demonstrates a willingness to provide necessary supports to reach departmental goals. | Supportive Information: | | |
| Rating: |  | |
| B | **ATTENTIVE TO DEPARTMENTAL SAFETY REGULATIONS/POLICIES:**   1. Follows departmental safety regulations/polices 2. Completes required training and properly uses methods for managing a safe office environment for visitors, clients, and co-workers. | Supportive Information: | | |
| Rating: | |  |

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| **SECTION 2: PROFESSIONAL ALLIANCE AND GROWTH** | | | |
| A | **COMMUNICATES EFFECTIVELY WITH DEPARTMENTAL EMPLOYEES AND ALL EXTERNAL STAKEHOLDERS, INCLUDING VICTIMS:**   1. Is authentic, attentive, and articulates effectively when communicating with others 2. Is confident, respectful, and professional in all interactions 3. Written and verbal communications are purposeful, timely and accurate 4. Accepts responsibility, is responsive to suggestions and demonstrates the ability to be flexible, making appropriate adjustments when necessary | Supportive Information: | |
| Rating: |  |
| B | **WORKS COLLABORATIVELY WITH WORKGROUPS/TEAMS/COMMITTEES:**   1. Fosters cooperation and collaboration 2. Works collaboratively with others to prevent or resolve conflicts by gathering relevant information and evaluating alternatives, before making a decision; 3. Willing to accept new duties; 4. Volunteers and actively participates in committees/workgroups. | Supportive Information: | |
| Rating: |  |
| C | **SEEKS OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT:**   1. Completes required training hours; 2. Willingly participates in training to address needs identified through audits/formal observations, supervisor feedback, and personnel evaluations; 3. Seeks professional advancement | Supportive Information: | |
| Rating: |  |

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| **SECTION 3: COMPETENCIES** | | | |
| A | **GENERAL COMPETENCIES**   1. General knowledge of Pennsylvania Juvenile Justice System 2. Working knowledge of county court system | Supportive Information: | |
| Rating: |  |
| B | **OFFICE SKILLS & COMPETENCIES**   1. Utilizes legal recordkeeping practices and procedures 2. Utilizes basic legal, medical, and related technical terminology and processes 3. Utilizes basic computer and internet skills | Supportive Information: | |
| Rating: |  |
| C | **SPECIFIC COMPETENCIES** [Competencies specific to responsibilities of position]   1. [Utilizes Court-related case management and information technology systems] 2. [Utilizes basic accounting and budgeting principles] 3. [Utilizes contemporary Human Resources practices] | Supportive Information: | |
| Rating: |  |
| Rating: |  |
| Rating: |  |
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| **OVERALL PERFORMANCE RATING** |  |
| **OVERALL SUPPORTIVE INFORMATION:** | |
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| **GOALS AND OBJECTIVES FOR FOLLOWING YEAR:** |
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| I have reviewed this document and discussed the contents with my supervisor.  My signature means that I have been advised of my performance and does not imply I agree with the evaluation. | | | |
| **EMPLOYEE ACKNOWLEDGEMENT** |  | **DATE** |  |
| **SUPERVISOR SIGNATURE** |  | **DATE** |  |
| **CHIEF PROBATION OFFICER SIGNATURE** |  | **DATE** |  |

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| **EMPLOYEE COMMENTS** |
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