



Direct Manager:
Test Manager

Test Employee

DEMO - Annual Larimer County Standard Evaluation for Test Employee (due 10 / 20 / 2021)
Due Date: Sun, Oct 10, 2021

General Information

Position Income Maintenance Manager	Division	Evaluation Type Periodic
Department Human Services	Class Spec Income Maintenance Manager	

Ratings Summary :

Overall Rating		
Meets Expectations		
Rater	Type	Overall Rating
Test Employee	Self Rater	
Test Manager	Rater	Meets Expectations

Content

Goal Section Complete/Incomplete/No Longer Applicable	
Current Employee Goals	
Certify in Microsoft Office	Due Date 09/29/2021
Become a certified Microsoft Office Specialist in Excel by September 30, 2021.	
Rater & Rating	Comment
Test Employee	Rating required, comments optional.
Complete	
Test Manager	Optional comments here
Complete	

Employee Section: Future Goals

Next Year's Goals

Please add any goals you wish to work on for the following year.

Rater	Comment
Test Employee	Required field.
Test Manager	

Employee Accomplishments

List accomplishments from the last year.

Accomplishments

List accomplishments over the last year.

Rater	Comment
Test Employee	Required field.
Test Manager	List accomplishments here

Employee Self Evaluation

Optional Employee Self Evaluation

Job Preferences

What aspects of your job do you like best? What can you do to be able to do more of this?

Rater	Comment
Test Employee	Required field.
Test Manager	

Job Challenges

What is your least favorite job responsibility/activity? What can you do to make this better?

Rater	Comment
Test Employee	Required field.
Test Manager	

Professional Development

What are your professional development goals? What can we do to get you close to those goals?

Rater	Comment
Test Employee	Required field.
<hr/>	
Test Manager	

Needs

What can I do more of to help you? What can I do less of to help you?

Rater	Comment
Test Employee	Required field.
<hr/>	
Test Manager	

Job Description Review

Click on the job description button in the upper right corner of the browser to view your current job description. Make any notes in the comment section confirming accuracy or noting any suggested changes. Note that all requested changes will be reviewed and approved by your HR Generalist and while we appreciate and consider all suggestions, not all changes will be made.

Rater	Comment
Test Employee	Required field.
<hr/>	
Test Manager	

Competency Section | Standard Three Point Scale - Critical Characteristics

Critical Characteristics

This section assesses characteristics related to the County Strategic Plan. Comments are optional for the three critical characteristics.

Inclusive

The ability and willingness to authentically contribute to a workplace culture that is empathetic, accepting, open-minded, and compassionate.

Rater & Rating	Comment
Test Manager	Rating required, comments optional.
Meets Expectations	

Adaptable

The ability and willingness to learn and grow while demonstrating flexibility and resiliency in an ever-changing work environment.

Rater & Rating	Comment
Test Manager	Rating required, comments optional.
Meets Expectations	

Collaborative

The ability and willingness to be open-minded, team-oriented, and solution-driven while working with others.

Rater & Rating	Comment
Test Manager	Rating required, comments optional.
Meets Expectations	

Competency Section | Standard Three Point Scale

Agency Wide Competencies

Job Description

This section identifies the employee's demonstrated performance of the duties listed in the job description as well as other assigned responsibilities. If the employee functions in a supervisory capacity without direct reports, please take that into consideration for rating and feedback in this section.

Rater & Rating	Comment
Test Manager	Rating and comments required.
Meets Expectations	

Execution

This section identifies the employee's level of execution. Considerations include whether the employee makes good decisions; establishes and achieves goals; maintains organization; adheres to established deadlines; meets quality standards; practices accountability; and follows through on commitments.

Rater & Rating	Comment
Test Manager	Rating and comments required.
Meets Expectations	

Interpersonal Relationships

This section identifies the employee's behavior at work and evaluates effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community. Considerations include how the employee gets along with co-workers, peers and customers; communication skills; treatment of others; engagement in collaboration; adaptability to change; willingness to work with others to move the department/office forward; ability to resolve interpersonal conflict and avoid unnecessary conflict.

Rater & Rating	Comment
Test Manager	Rating and comments required.
Meets Expectations	

Demonstration of Guiding Principles

This section identifies the employee's demonstrated performance of the Guiding Principles and specific department/office values. Considerations include the employee's ability to embrace the County Guiding Principles and department/office values in their day to day work. Larimer County will add value to the lives of its citizens today and in the future by: being good stewards of our public resources; promoting innovation and continuous improvement; providing quality customer service; empowering people to take responsibility; cultivating partnerships; and being a fulfilling and enjoyable place to work.

Rater & Rating	Comment
Test Manager	Rating and comments required.
Meets Expectations	

Competency Section | Standard Three Point Scale With N/A

Leadership as a Director/Manager/Supervisor/Team Lead

This section is utilized to rate staff that serve in a formal or informal leadership role.

Leadership as a Director/Manager/Supervisor/Team Lead

This section identifies the demonstrated performance to motivate a team in achieving a common goal. Considerations include interpersonal skills with those they supervise; clear and frequent communication; inspiring the team; holding employees accountable; establishing and sharing a clear vision, providing the information, knowledge and methods to realize that vision, and coordinating the interests of all people involved; stepping up in times of crisis and thinking and being innovative in difficult situations; management of budget and resources.

Rater & Rating	Comment
Test Manager	Rating and comments required for below, meets, and exceeds expectations. Select Not Applicable if the employee isn't in a leadership role, comments not required for this selection.
Meets Expectations	

Goal Section | Future/List

Future Employee Goals

Goal name here

Due Date 08/29/2022

List SMART goals for next year, no limit to the number of goals.

Evaluation Overall Section | Standard Three Point Scale

Overall Rating

Rater	Comment
Test Manager	Rating and comments required.
Meets Expectations	

Process

1

Add/Edit Current Year Goals
Test Manager

Completed On
Wed, Jul 21, 2021

x Test Manager

Rater Certification Message: By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

2

Rater
Test Employee

Completed On
Fri, Jul 23, 2021

2

Rater
Test Manager

Completed On
Fri, Jul 23, 2021

3

Approval & Signature
Marcy Hamilton

Completed On
Fri, Jul 23, 2021

x Marcy Hamilton

Comment
Optional comments here.

4

Meet with employee to discuss review
Test Manager

Completed On
Fri, Jul 23, 2021

x Test Manager

Comment
Optional comments here

5

Approval & Signature
Test Manager

Completed On
Fri, Jul 23, 2021

x Test Manager

Comment
Optional comments here.

6

Signature
Test Employee

Completed On
Fri, Jul 23, 2021

By signing below, I am only acknowledging receipt of this performance evaluation. I am not necessarily acknowledging my agreement with its contents.
x Test Employee

Comment
Optional comments here