

COLES COUNTY SHERIFF'S DEPARTMENT

(CONFIDENTIAL)

| | | |
|---------------------------|------------------------------------|----------------------------------|
| Name: COX, DARRELL | | Position Title: SERGEANT |
| <small>last</small> | <small>first</small> | <small>middle</small> |
| Date of Hire: | Date of Evaluation: 9-11/85 | Time on Present Position: |
| | | Yr(s) Mo(s) |

EVALUATE EMPLOYEE'S PERFORMANCE ON PRESENT POSITION BY CHECKING THE APPROPRIATE BOX

| | | | |
|---|---|--|---|
| Knowledge of Work: Understanding of all phases of work and related matters. | Needs Instruction or Guidance | Has Required Knowledge of Own and Related Work | Has Exceptional Knowledge of Own and Related Work |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Planning and Organization: Ability to plan ahead so as to make most effective use of time. | Needs Frequent Help | Normally Plans and Organizes | Very Effective under all Conditions |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Analytical Ability and Judgement: Ability to size up a problem, obtain and evaluate facts, and reach sound conclusions. | Normally Requires Assistance | Generally Analyzes Problems and Uses Judgment | Outstanding Analytical Ability and Judgment |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Initiative: Ability to originate or devise ideas and to get things started. Works to improve self and job. | Lacks Imagination | Generally Exhibits Independent Thought | Exceptionally Resourceful |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dependability: Reliability in following through with thoroughness and accuracy in assignments and instructions. | Requires more than Normal Follow-up | Dependable and Thorough on Most Assignments | Exceptional in All Assignments |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Cooperation: Ability to get along with fellow workers, I.E. disposition, sincerity and courtesy. | Reluctant to Work With Others | Is Satisfactory Team Worker | Works Effectively With Others to Best Interest of All |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Development of Others: Recognition and development of the abilities and capacities of others. | Contributes Little to Their Development | Strives to Develop the Potential of Others | Very Capable and Active in Developing His People |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervise Others: Ability to designate work and assign corresponding responsibility and authority. | Should be Increased | Generally Makes Work Assignments to Others | Effectively Delegates Whenever Possible |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Accepts Supervision: Ability to accept work as assigned by immediate supervisor and ability to accept direction. | Resists Being Supervised | Accepts Supervision Well | Exceptionally Easy to Supervise |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Communications: Ability to express ideas both verbally and in writing. | Needs Improvement | Generally Able to Express Thoughts | Very Capable as a Communicator |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Volume of Work: Produces acceptable quantity of work. | Should be Increased | Meets Recognized Standards | Exceptionally High Output |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Loyalty: Supports departmental policies and management decisions. | Inconsistent Sometimes Critical | Shows Average Enthusiasm | Enthusiastic at All Times |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Quality of Work: Produces acceptable quality of work. | Should be Improved | Meets Recognized Standards | Exceptional High Quality |
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |