

COLES COUNTY SHERIFF'S DEPARTMENT
(CONFIDENTIAL)

Name: **last Cox first Darrell middle A.** Position Title: **Sergeant**

Date of Hire: **06-30-78** Date of Evaluation: **12-22-83** Time on Present Position: **Yr(s) 5 Mo(s) 6 1/2**

EVALUATE EMPLOYEE'S PERFORMANCE ON PRESENT POSITION BY CIRCLING MOST APPROPRIATE GRID POSITION.
USE THE "REMARKS" SECTION FOR SIGNIFICANT COMMENTS.

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
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks:			
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
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks:			
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
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks:			
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
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks:			
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
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks: See reverse under Weaknesses.			
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
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks: See reverse under Weaknesses.			
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
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks: See reverse under Weaknesses.			
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
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks:			
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
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks: See reverse under Weaknesses.			
Communications: Ability to express ideas both verbally and in writing.	Needs Improvement	Generally Able to Express Thoughts	Very Capable as a Communicator
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks:			
Volume of Work: Produces acceptable quantity of work.	Should be Increased	Meets Recognized Standards	Exceptionally High Output
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks: See reverse under Weaknesses.			
Loyalty: Supports departmental policies and management decisions.	Inconsistent Sometimes Critical	Shows Average Enthusiasm	Enthusiastic at All Times
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks: See reverse under Weaknesses.			
Quality of Work: Produces acceptable quality of work.	Should Be Improved	Meets Recognized Standards	Exceptional High Quality
	1 2 3 4 5 6 7 8 9	4 5 6 7 8 9	7 8 9
Remarks:			