County of Orange Department of Fire & EMS
Employee Performance Evaluation
Company Officer

Name: ___________________________ Employee #:_______________

Hire Date: _________ Period Covered: From: __________To: __________

Evaluation and Criteria
Using the following numerical scale, assign the appropriate value to the tasks listed below. Select the numbers which best reflects your appraisal of the individual’s performance and place it on the line. A rating of 1 or 5 must be justified in writing. Comments are encouraged for each section.

5-Exceptional
4-Above Satisfactory
3-Satisfactory
2-Below Satisfactory
1- Unsatisfactory
N/A–Not Applicable

LEADERSHIP ABILITY

___ Staff sees the individual as a role model, and are able to get the correct answers to their questions in a timely manner.
___ The individual’s knowledge is current with respect to both departmental and county policies and procedures.
___ Assures that all staff reports are turned in complete, accurate and on time.
___ Is able to provide guidance for corrective action to assure proper report submission in accordance with OEMS regulations and the department’s quality assurance plan.
___ Quality assurance reviews are performed on all Patient Care Reports in compliance with department policy.
___ Creates a proactive environment among team.
___ Effectively manages subordinates and delegates tasks where appropriate.
___ Acknowledges areas of weakness in the division and provides constructive suggestions for corrective measures.
___ Is able to make company level decisions without supervisory input.
___ Can effectively manage the operational aspects of the department in the absence of direct supervision.

Comments:
COMMITMENT TO DEPARTMENTAL GOALS, PROGRAMS AND OBJECTIVES

___ Works with supervisor(s) and co-workers in planning and building an effective team.
___ Is willing to obey instructions of superiors. Follows the chain of command.
___ Is tactful when raising objections to orders. Does not openly object to orders or criticize the county, department, or superiors in the presence of the public or subordinates.
___ Is willing to accept unpleasant assignments.
___ Accepts and implements change to improve the effectiveness of the department.
___ Work time is directed toward the needs of the citizens, subordinates and the department.

Comments:

RESPONSE TO CALLS

___ Response is made within department response guidelines.
___ Radio transmissions are clear, concise, and courteous.
___ Proactively responds to calls for the purpose of supervision and quality assurance.
___ Provides direction and supervision on critical calls as needed.
___ Proper radio procedures are followed.

Comments:

SAFETY AND WORKPLACE ENVIRONMENT

___ Provides a safe and non-threatening work environment.
___ Assures that appropriate safety equipment is worn/used in the work place.
___ Takes immediate action to prevent incidences of unsafe or hostile work conditions.
___ Assures the safe operation of all department equipment and vehicle’s.
___ Assures that any work related injury is reported and documented in accordance with policy.

Comments:

PERFORMANCE ON CALLS

___ Assures compliance with department medical SOG’s through QA review and personal observation.
___ Promotes a customer oriented environment when dealing with the public.
___ Adheres to department policies while on fire scenes.
___ Promotes positive interaction with other agencies.
___ Assures compliance with the county transport policy.

Orange County
Policy 2.3 [pg. 49] Form 2.3.8
INITIATIVE, ATTITUDE, DEPENDABILITY

___ Takes initiative to solve day-to-day issues.
___ Meets deadlines and schedules.
___ Has a positive attitude and demeanor.
___ Does not complain about work or work assignments.
___ Requires minimal supervision to function at the company officer level.
___ Follows instructions.
___ Performs tasks as directed.

Comments:

PERFORMANCE UNDER STRESSFUL, UNUSUAL OR EMERGENCY CONDITIONS

___ When under unusual circumstances, no serious deviations from expected performance are demonstrated. Encourages self-reporting as appropriate.
___ Composure is maintained under stress.
___ Handles difficult situations in a very confident and professional manner.
___ Uses good judgment by evaluating all reasonable options available.

Comments:

EXTERNAL PUBLIC RELATIONS

___ No verbal abuse of citizens.
___ Courtesy is demonstrated at all times to all people.
___ Works well with other departments and agencies.

Comments:

INTERNAL COMMUNICATION AND COOPERATION

___ Problems which occur in the workplace relationships are promptly resolved.
___ Readily assists subordinates to resolve problems in a supportive manner.
___ Trains, guides, and mentors less experienced personnel.

Comments:
Initials___

REPORT PREPARATION, SUBMISSION AND PRESENTATION

___ Reports are submitted on time.
___ Field notes are used and maintained to document performance and guide future employee evaluations.
___ Fire, EMS, and department reports are legible, concise, and grammatically correct containing all required information.
___ Reports and information are rarely returned for correction.
___ Reports contain all applicable paperwork, and attachments as necessary.

Comments:

USE, CARE AND MAINTENANCE OF EQUIPMENT

Assures:
___ Vehicles are not abused through poor driving habits.
___ Equipment is not lost or damaged due to carelessness.
___ Specified operating and safety procedures are followed in the use and maintenance of specialized equipment.
___ Department vehicles are kept clean and serviced.
___ Equipment is kept clean, well taken care of, and always in working condition.
___ Work area is kept clean and organized.

Comments:

COMPLIANCE TO POLICIES, PROCEDURES AND REGULATIONS

___ All county and department policies, general orders, procedures, etc., are followed as directed or exceptions are approved by supervisor.
___ Sick leave is not abused.
___ Leave time is used only as authorized or specified.
___ Does not report late for assigned work.

Comments:
PHYSICAL CONDITION AND APPEARANCE

___ Uniform and equipment are well kept and pride is taken in appearance. Assures compliance with department uniform policy.
___ All physical standards set by the department are met.
___ Corrective measures recommended by physician or other designated health representative are followed in a timely manner.
___ Complies with all requests made by the department designated infection control officer and attends yearly mandatory infection control training. (_______________ date)

Comments:

PROMOTION OF DEPARTMENTAL GOALS, PROGRAMS AND ACTIVITIES

___ Is an active participant in goal setting, project planning and needs assessment of the department.
___ Supports and responds to the department’s goals, programs, and activities.
___ Communicates the department’s needs, plans, and goals to subordinates.
___ Clearly communicates and assures that work activities/objectives are understood by subordinates, implemented as scheduled and produce the intended results.
___ Creative and innovative ideas are encouraged from subordinates and advanced whenever possible.

Comments:

TRAINING AND EVALUATION OF PERSONNEL

___ New employees receive complete orientation, on-the-job training plus continuing feedback on performance.
___ Evaluations and counseling of employees are done on an objective basis.
___ Accomplishments are recognized and employee is suitably commended.
___ Unsatisfactory performance is called to the attention of employee, documented and corrective action taken.
___ All employees are given equal opportunity to train for both improved job skill levels and promotional positions.
___ Employee evaluations are performed on time assuring that documentation exists for the period that is being evaluated.
PERSONNEL ASSIGNMENT AND SUPERVISION

___ Assignments are made in a fair and impartial manner considering the needs of the department and the capabilities of the employee.
___ Subordinates understand instructions and job assignments.
___ Problems or deviations arising in established schedules, procedures and work activities are promptly confronted and corrected.
___ The Operations Chief is provided with periodic feedback on employee performance.
___ Discipline is handled in accordance with department and county personnel policies.
___ Compliance with the department standard of professionalism is achieved.
___ Assures that manpower is scheduled in order to meet the needs of the department.
___ Limits avoidable overtime use.
___ Assures work records are accurate and complete and that all supplemental documentation is attached and correct prior to submission. Submits work records on time.

Comments:

CORE VALUES: Assign a numeric to each value, then list examples or actions that demonstrate how the employee embodies each core value. Complete all sections.

___ Integrity: Employee’s actions are guided by ethical and honest conduct.

___ Leadership: Employee is an example to others.

___ Service: Employee is responsive and service-oriented to meet customer needs.

Comments:
CALCULATION OF RATING

A. TOTAL SCORES
B. NUMBER OF CATEGORIES
C. RATING DETERMINATION (A/B)

Development and growth potential:
Include comments on employee’s major strengths, and accomplishments made during this review period and development achieved since the last performance evaluation.

Completed goals and objectives:
Review the results of goals and objectives completed within this performance cycle.

New goals and objectives:
List the objectives to be accomplished within the next performance cycle. Arrange in order of priority.

Additional comments by Rating Official:

Comments by Rated Employee:
By my signature, I acknowledge that I have received this performance evaluation. I understand that I may respond in writing if I disagree with any part of this evaluation.

Employee: ___________________________ Date: ____________

Rating Official: ____________________ Date: ____________

Operations Chief: __________________ Date: ____________

Chief: ______________________________ Date: ____________

Merit Pay Increase (if any) $____________________

Approved by County Administrator: _________________ Date: ____________