

**Board of County Commissioners  
Escambia County, Florida  
SENIOR EXECUTIVE SERVICE  
Performance Evaluation**

Name: Bureau/Division:  
EID#: Rating Period: thru  
Job Classification:

**The Senior Executive Service:** One of the goals of the Senior Executive Service (SES I and II) is to hold senior management accountable for their individual and organizational performance. Using a performance management program that is results-driven and linked with the agency's strategic planning initiatives is an effective means of achieving this goal. Each SES member must have a Leadership Evaluation Manager (LEM) and a Performance Evaluation that outlines goals and expectations for the evaluation period. This SES performance system is to provide for planning and communicating performance expectations, identifying performance goals and the requirements against which performance will be assessed, monitoring performance, evaluating and rating performance, and using performance results as a basis for pay, awards, and other personnel decisions. These plans may be modified during the rating period if there are changes in organizational priorities and/or bureau expectations.

Positions that are classified as SES are those that are Senior Executive, Bureau Chiefs, and Managers. An annual performance evaluation should be completed and approved in conjunction with the LEM. The employee should have had a minimum of 90 days to perform the Individual Performance Standards, if not, annotate "NA" and explain why standards were not applied in the Comments Sections. The rating categories for this performance evaluation are: Did Not Meet (DNM), Met Standards (MS), and Exceeded Standards (ES).

**Section 1, Organizational Development:** This Section is weighted at 75% of the overall evaluation. The employee should submit a copy of their LEM with this evaluation. If the majority of the identified projects were completed before the deadline and under budget, the employee will be rated as ES. If the majority of the identified projects were completed on time and within budget, the employee will be rated as MS. If the majority of identified projects were not completed on time and were over budgeted, the employee will be rated as DNM.

**Section II, Performance and Leadership:** This Section is weighted at 15% of the overall evaluation. If 7 or more of the 9 standards are ES and 0 are DNM, the rating would be ES. If 3 or more of the 9 standards are DNM, the rating would be DNM. Any other combination of DNM, MS and ES, the rating would be MS.

**Section III, Professional Development:** This Section is weighted at 10% of the overall evaluation. The objective of this section is for senior managers to become involved in civic, professional and community organizations and activities.

**Section IV, Overall Summary Rating:** If the employee exceeds standards in Sections I, II and III, the overall rating would be ES. If the employee is rated as DNM in two (2) of the three (3) sections, the rating would be DNM. Any other combination of DNM, MS and ES, the rating would be MS.

**Section V, Comments and Signatures:** This Section is for the employee and the Rating Official to provide additional comments as appropriate. The employee and the rater should sign the form after discussion has been completed. When applicable, the form shall be signed by the Bureau Chief and/or the County Administrator. The signature of the employee does not necessarily mean agreement with the evaluation.

**The evaluation will then be forwarded to the Human Resources Division. HR will review the form for consistency, legality and accountability purposes. The form will then become part of the Official Personnel Folder of the employee.**

## Section I Organizational Development

### Leadership Evaluation Manager (LEM)

Exhibits leadership in support of the BCC's mission, values, and goals. Models behavior consistent with the County's values – Ethics and Integrity in everything we do, Respect for fellow associates, Teamwork, Results Orientation, and Professionalism. Communicates the County's mission, values and goals to County employees. Facilitates a positive and productive work environment that fosters innovation, initiative, diversity, fairness, teamwork and continual learning. Provides effective leadership that motivates subordinates to achieve high performance. Uses effective business practices including balanced measures.

Employee: Please attach your LEM

1.0 – 2.9  
Did Not Meet Standards

3.0 – 3.9  
Met Standards

4.0 – 5.0  
Exceeded Standards

## Section II Performance and Leadership

Instructions to Rater: For each item below check the rating that you consider accurate.

Individual Assessment	DNM	MS	ES
1. Adheres to federal, state, local and BCC laws, regulations, statutes, ordinances and policies in which the Bureau will be in compliance.			
2. Accepts responsibility for outcomes (positive or negative); admits mistakes and refocuses efforts when appropriate.			
3. Takes actions, makes decisions, and shapes team or group priorities to reflect the BCC's vision and values.			
4. Takes positive steps to reduce on-the-job accidents, injuries and illnesses, ensuring a safe work environment for subordinates.			
5. Ensures fair and equitable treatment of all persons, including the accomplishment of EEO and affirmative employment goals and objectives.			
6. Effectively and clearly exchanges information and ideas, both orally and in writing.			
7. Maintains the high quality and effectiveness of the Bureau with allocated resources provided.			
8. Provides strong leadership to enhance the development, utilization and achievements of subordinates within the Bureau.			
9. Demonstrates leadership in BCC and community activities that enhance the reputation and image of County government.			
Did Not Meet Standards      Met Standards      Exceeded Standards			

### Section III Professional Development

**Employee and Rater:** The employee and the rater together should identify areas of development and training that will enhance the organizational, professional and personal knowledge, skills and abilities of the employee.

#### A. Goals and Objectives:

1. Organizational and Professional: List the goals and objectives that the employee will be rated on during this rating period
  - (a)
  - (b)
2. Personal and Community: List the goals and objectives that the employee will be rated on during this rating period
  - (a)
  - (b)

#### B. Accomplishments

1. Organizational and Professional: List the accomplishments of the goals and objectives that were identified above.
  - (a)
  - (b)
2. Personal and Community: List the accomplishments of the goals and objectives that were identified above.
  - (a)
  - (b)

Comments:

Did Not Meet Standards

Met Standards

Exceeded Standards

### Section IV Overall Summary Rating

Comments:

Did Not Meet Standards

Met Standards

Exceeded Standards

### Section V Comments and Signatures

Rater's Comments:

**Employee Comments:** In the space below, please write any comments you have about this evaluation of your performance. Attach additional pages as necessary.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rater's Signature

\_\_\_\_\_  
Date

I understand my signature does not constitute agreement or disagreement with the evaluation, but verifies I have received the evaluation.

Approved: \_\_\_\_\_

Bureau Chief/County Administrator

\_\_\_\_\_  
Date

HR USE: \_\_\_\_\_