

☐ OHR COPY

SOUTH CAROLINA MILITARY DEPARTMENT

POSITION DESCRIPTION / EMPLOYEE PERFORMANCE EVALUATION FORM

☐ OTAG COPY

Agency Code _____ Agency Name _____ City _____ / County _____ / Code _____

Employee Name _____

Division _____

Current State Title _____

Class Code _____

Band _____

Position Number _____

Full/Part Time Indicator _____ Hrs Per Week _____

Base Hrs _____

Is Position in Central Office? _____

FLSA _____

% State Funding _____

% Federal Funding _____

% Other Funding _____

Rater State Title _____

Class Code _____

Band _____

OFFICE OF HUMAN RESOURCES

Agency Code _____

Class Code _____

Authorized Date _____

☐ Delegated ☐ New Position ☐ Prototype
☐ State Title Changes ☐ Update ☐ Reclassification

Approved State Title _____

Approval Signature _____

Date Approved _____

THE FOLLOWING SECTION OF THE POSITON DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the State minimum requirements for classified classes but may include additional requirements).
2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?
3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.
4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel, etc.).

☐ Update Request

☐ Reclassification Request *(Include Request for Salary Change Form)*

Requested State Title: _____ Class Code _____

Employee's Signature: _____ Date: _____

Rater's Signature: _____ Date: _____

Reviewer's Signature: _____ Date: _____

JOB DESCRIPTION

ESSENTIAL JOB RESPONSIBILITIES

Marginal / % of
Essential Time

1. Essential Job Responsibility:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

Marginal / % of
Essential Time

2. Essential Job Responsibility:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

3. Essential Job Responsibility:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

4. Essential Job Responsibility:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

5. Essential Job Responsibility:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

Marginal / % of
Essential Time

6. Essential Job Responsibility:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

7. Essential Job Responsibility:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

Marginal / % of
Essential Time

8. Essential Job Responsibility:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

9. Essential Job Responsibility:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

Marginal / % of
Essential Time

10. Essential Job Responsibility:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

POSITION SUPERVISORY RESPONSIBILITY

(If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates)

State Title

Number

(1) _____

(2) _____

(3) _____

Number of employees directly supervised: _____ Total number supervised: _____

POSITION DESCRIPTION COMMENTS

OPTIONAL OBJECTIVES

Numerical Value

1. Objective:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

Numerical Value

2. Objective:

Success Criteria:

Actual Performance:

Performance Rating: ☐ Exceptional ☐ Successful ☐ Unsuccessful

PERFORMANCE CHARACTERISTICS

Characteristic: Technical Competence

Definition: The degree the employee possesses necessary knowledge to effectively perform the job and able to apply what he/she has learned about his/her job. Acquires new knowledge/skills/abilities required by the job.

Performance Rating: ☐ Pass ☐ Fail

Characteristic: Safety

Definition: The degree the employee works safely on the job. Is aware of working safely in the job assignment. Works carefully to avoid injury to themselves or others. Encourages other employees to exercise caution and work safely

Performance Rating: ☐ Pass ☐ Fail

Characteristic: Dependability/Reliability

Definition: The degree the employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments. Meet deadlines and follows instructions. NOTE: Rate managers on the timely completion of his/her employee's performance evaluations.

Performance Rating: ☐ Pass ☐ Fail

Characteristic: Customer Service

Definition: The degree the employee works effectively and cooperatively with others and other departments in achieving organization goals. The degree of responsiveness to organization needs.

Performance Rating: ☐ Pass ☐ Fail

PERFORMANCE SUMMARY AND IMPROVEMENT PLAN

(Identify the employee's major accomplishment, areas needing improvement, and steps to improve present and future performance, if any)

SUPERVISOR/EMPLOYEE COMMENTS

PERFORMANCE ACKNOWLEDGEMENT/EVALUATION

☐ EPES Planning Stage Acknowledgement for Performance Period From: _____ To: _____

Rater's Signature: _____ Date: _____

Reviewer's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

(Signature of the employee indicates the Planning Stage and Position Description were reviewed with the employee.)

☐ EPES Evaluation Stage Acknowledgement for Performance Period From: _____ To: _____

Rater's Signature: _____ Date: _____

Reviewer's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

(Signature of the employee indicates the Evaluation and Position Description were reviewed with the employee.)

OVERALL PERFORMANCE RATING

(For State Human Resources Office Only)

☐ Exceptional Performance

☐ Successful Performance

☐ Unsuccessful Performance *(Provide justification for rating)*