

**PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION**



Employee Name: Brandi Riddlebaugh  
Department: Health  
Date of Hire: 11/06/24

Employee ID #: 2010-683  
Last Day of Probation: May 6, 2024  
Evaluation Month: May

**Instructions to Evaluator:** Evaluators should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description and as trained. Employees should be evaluated beginning with the anniversary of the first month of employment until the end of the six month probationary period. Indicate the evaluation of the employee's job performance by writing a number between 1 and 4 and comments to justify the score in the noted area. The evaluator must meet with the employee and review the comments. Comments must be provided for each attribute. The Evaluator's comments should include a determination of whether the employee should stay employed or whether the employee should be terminated as applicable.

Use the following scale:

4 = Exceeds Expectation; 3 = Meets Expectation; 2 = Below Expectation; 1=Unacceptable

**COMPETENCIES**

**QUANTITY AND QUALITY OF WORK**

The extent to which the employee accomplishes assigned work of a specified quality within a specified time period AND the extent to which the employee's work is well executed, thorough, effective, accurate.

Evaluator Rating and Comments:

**3 Brandi** learns most tasks very quickly. She is in nursing school for her BSN, she is a single parent, and seems to be able to balance all of this while completing quality work. She has more learning to do about the DON role, but she has done an exceptional job on her own mostly.

**KNOWLEDGE OF DUTIES/CAPACITY TO DEVELOP**

The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position AND The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities

Evaluator Rating and Comments:

**4 Brandi** is new to public health, but she has an excellent attitude toward learning and working. She immediately accepted our request to become a certified car seat technician, took the course, exam, passed and began instruction. Impressive willingness so

**RELATIONS WITH SUPERVISOR**

The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improves performance and follows same

Evaluator Rating and Comments:

**4 Brandi** is great with communication with me, whether through text, talk or email. She responds in a timely manner and is respectful. She was willing to receive direction and sought out several different sources in nursing to obtain a well-rounded public health view. She is willing to go the extra mile to reach our community.

**COOPERATION/DEALING WITH PEOPLE**

The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates supervisors, and customers

Evaluator Rating and Comments:

**3 Brandi** gets along with all of the employees and she has a distinct laugh which I enjoy. Brandi is courteous and tactful with others. She has not had good opportunity to supervise others as of yet, but we will continue to work on this together.

**ATTENDANCE AND RELIABILITY**

The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent

Evaluator Rating and Comments:

**4 Brandi** demonstrates consistent attendance, and she arrives on time, ready to work. She also is timely with reports of absence or the need to flex her schedule for appointments or put in requests for leave time.

**INITIATIVE AND CREATIVITY**

The extent to which the employee is self- directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances

Evaluator Rating and Comments:

**3 Brandi** is self-directed which is a desired trait in a small department. She is resourceful and tires to meet job objectives. She has learned to seek assistance from other nurses as well as the Ohio Department of Health when needed. I think her creativity will develop over time when she learns more and has a little more help on the job.

**ATTITUDE**

Does the employee have a positive attitude about his/ her job, understand our values, and is a positive representation of our department?

Evaluator Rating and Comments:

**4 Brandi** represents our health department well with a good attitude. She is community-focused, works together with others, has a commitment to excellence, and displays accountability and respect.

Employee Comments (Comments should include what is going well and what is not, is there training or tools that are needed in order to do your job? Attach additional paper if necessary):

*I am really enjoying my job and continue to learn everyday. I look forward growing in this position.*

Overall Comments by evaluators (clearly address any score below a 3, developmental needs, areas of concerns, what the employee needs to correct or focus on to complete the probationary period; list specific examples/events. Also include what the employee is doing well):

I have been very pleased with Brandi thus far. She is an excellent addition to our team.

I recommend a \$.50 cent per hour raise to begin the pay period beginning 05/19/24.

*Brandi Riddlebaugh*  
Employee Signature

*5-6-24*  
Date

*Andrea Barnes*  
Evaluator Signature

*5/6/2024*  
Date

Note to Evaluator: The decision not to grant full-time non-probationary status should be communicated to the employee as soon as the decision is made by the Health Commissioner but no later than seven (7) days before the end of probation unless approved by the Health Commissioner. If needed, the Probationary Period can be extended under specific circumstances, please contact the Health Commissioner for approval. Counseling sessions or corrective action should occur as soon as the infraction occurs and not held up for this evaluation process.