

COUNTY OF HUMBOLDT

REPORT OF EMPLOYEE PERFORMANCE

The report to end the probationary period shall contain the appointing authority's recommendation to accept or reject the probationer. The report must be made prior to the employee's salary anniversary and/or end of probationary period.

Class Title Election Specialist II Department Clerk-Recorder Division Elections
 Name Kiara Ford Period covered by report 07/08/2024-01/14/2025

RATINGS ARE INDICATED BY "X" MARKS

To the best of my judgment, the ratings checked on this report indicate how well you have been learning and doing your work. PERFORMANCE FACTORS--RATE AT LEAST 10 OR MORE FACTORS

BUT ONLY THOSE RELATED TO THE JOB.

1. SKILL - Acceptability of work performed; accuracy; precision; completeness; neatness; ability to accept and carry out responsibilities.
2. QUANTITY OF WORK - Amount of work performed by employee in relation to standards for position.
3. KNOWLEDGE - Extent of knowledge of methods, materials, tools, equipment; technical expressions and other fundamental subject matter.
4. DEPENDABILITY - Ability to do job without undue supervision; complete work within reasonable time to meet deadline.
5. WORK HABITS - Extent employee uses care in performing duties; organization of work; observance of safety procedures; care of equipment.
6. ATTENDANCE - Tardiness, use of sick leave, time taken for coffee breaks and rest periods.
7. RELATIONSHIPS WITH PEOPLE - Ability to get along with others; effectiveness in dealing with public, other employees, patients or inmates.
8. LEARNING ABILITY - Speed and thoroughness in learning procedures, laws, rules and other details.
9. INITIATIVE AND ATTITUDE - Self-reliance; resourcefulness; enthusiasm for work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability.
10. PERSONAL FITNESS - integrity; sobriety, emotional stability; physical condition; appearance and habits.
11. ABILITY AS SUPERVISOR - Proficiency in training employees and in planning; organizing, laying out and getting out work; leadership. N/A
12. ADMINISTRATIVE ABILITY - Promptness of action; soundness of decision; application of good management principles. N/A
13. FACTORS NOT LISTED ABOVE - (Indicate the factor graded) N/A

	UNSATIS-FACTORY Unsatisfactory	BELOW AVERAGE Need to Improve	AVERAGE Acceptable	ABOVE AVERAGE	OUT-STANDING
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVER-ALL RATING - The over-all rating must be consistent with factor ratings and comments. (Indicate one factor)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUPERVISOR'S COMMENTS TO EMPLOYEE - Supervisors must make written comments on over-all rating even if the ratings are Average. Written suggestions as to how work performance can be improved must also be made. Use additional sheet if more space is needed.

Kiara's probationary period with our office has been stellar. Her ability to adapt to the demands of working the 2024 General Election is commendable. I believe her work performance overall will only further improve with more experience on the job. She is a great addition to the office and I recommend she be granted permanent status.

- I recommend that you not be granted permanent status
 I recommend that you be granted permanent status.
 (One must be checked on final probationary report.)

Signature of [Signature] Title Elections Manager Date 1/14/20
 RATER

In signing this report, I do not necessarily agree with the conclusions of the rater.

I wish to discuss this report with the Appointing Authority of my Department.

Signature of [Signature] Date 1/14/25
 Employee

I agree with the ratings given by the rater. I have made no change in the report.

As Appointing Authority, I have discussed this report with the employee.

Signature of [Signature] Date 1/15/25 Signature Date
 APPOINTING AUTHORITY

Original: Personnel (Attach end of probationary period report to Personnel Action Form).

Copy: Department File

Copy: Employee