

SC Office of the State Auditor Staff Evaluation Form

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Name _____ Dates of Assignment _____ to _____

Classification _____ Hours Covered by Evaluation _____

Type Engagement _____ Engagement Period _____

Entity _____

Engagement Responsibilities _____

Job Duty #1 (_____ %)

Planned engagement work assigned to achieve efficient, effective performance. Used effective work habits to complete assigned engagement tasks on time and within budget.

_____ Exceptional _____ Successful _____ Unsuccessful

Job Duty #2 (_____ %)

Demonstrated thorough understanding of GAAP, GAS/GAGAS, program laws, rules and regulations, and SAO policies through production of engagement reports and workpapers which contained no significant deviations.

_____ Exceptional _____ Successful _____ Unsuccessful

Job Duty #3 (_____ %)

Supervised assigned staff by directing the engagement and performance of the engagement team. Provided engagement team experience - appropriate on-the-job training and personal on-site supervision.

Gathered and documented engagement evidence to show work performed and conclusions reached through handwritten and computerized workpapers prepared in accordance with the engagement manual - both as an individual and/or as the team in-charge.

When appropriate, provided counseling to individual team members and made appropriate personnel recommendations to the engagement manager.

____ Exceptional ____ Successful ____ Unsuccessful

Job Duty #4 (_____ %)

Administrative functions (staff interim evaluations, leave, time sheets, etc.) performed on time, correctly and without prodding by engagement manager/supervisor/senior.

____ Exceptional ____ Successful ____ Unsuccessful

Overall Rating

____ Exceptional ____ Successful ____ Unsuccessful

Specific examples which support overall rating _____

Action steps to maximize strengths and/or remove barriers to success _____

Staff comments _____

Signatures:

Appraiser _____ Date _____

Staff Member _____ Date _____

Manager _____ Date _____