## CITY OF

## EMPLOYEE PERFORMANCE EVALUATION

**Supervisory Employee**

Probationary  3MO  5 MO  Other

***Please select nature of evaluation***

Annual  Performance Improvement 

Employee Name: Title:

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Supervisor's Name: Title:

# 

Review Date: Review Period:

# 

INSTRUCTIONS:

Listed below are performance factors and behavioral traits that are important in the performance of the employee’s job. Performance factors and behavioral traits must be utilized for all employees. NOTE: A rating of Unacceptable (1), Needs Improvement (2) or Superior (5) requires comments. The "overall performance" evaluation should reflect the employee’s total performance, including the performance factors as related to the employee’s responsibilities and duties as set forth in the job description and behavioral traits.

The following rating scale guide is being provided to assist the evaluation in assigning the most appropriate measurement of the employees' performance factors, behavioral traits, and supervisory factors.

*UNACCEPTABLE ‐ Consistently fails to meet job requirements, performance clearly below minimum requirements. Immediate improvement required to maintain employment NEEDS IMPROVEMENT ‐ Occasionally fails to meet job requirements; performance must improve to meet expectations of position.*

*MEETS EXPECTATIONS ‐ Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.*

*EXCEEDS EXPECTATIONS ‐ Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well. SUPERIOR ‐ Consistently exceeds job requirements; this is the highest level of performance that can be attained.*

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| --- | --- | --- | --- | --- | --- |
| ***EVALUATION OF PERFORMANCE AND SKILLS*** | Unacceptable | Needs  Improvement | Meets  Expectations | Exceeds  Expectations | Superior |
| Knowledge/Skills/Abilities |  |  |  |  |  |
| Quality of Work |  |  |  |  |  |
| Initiative |  |  |  |  |  |
| Productivity and Efficiency |  |  |  |  |  |
| Reliability and Dependability |  |  |  |  |  |
| Collaboration and Teamwork |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Leadership |  |  |  |  |  |
| Adaptability |  |  |  |  |  |
| Judgement |  |  |  |  |  |
| Customer Service |  |  |  |  |  |
| Delegation |  |  |  |  |  |
| Planning |  |  |  |  |  |
| Organization |  |  |  |  |  |
| Administrative Tasks |  |  |  |  |  |
| Manage Personnel |  |  |  |  |  |
| **OVERALL EVALUATION** |  |  |  |  |  |

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| ***Evaluation of performance and skill are based on the following:*** |
| How well is the employee meeting the knowledge, skills and abilities as outlined in the job description. Employee  has the necessary experience/certificates and training to perform job duties? |
| Completes tasks within a timely manner. Job and task are completed properly and does not have to be redone. |
| Self-motivated. Responsible. Keeps busy and does not "goof off." Sees a task or a problem and takes care of it. |
| Stays busy, keeps on task. Uses time effectively. |
| On time for work/available for callouts. Finishes task/job in a reasonable amount of time. Does what is expected. |
| Gets along with other co‐workers, supervisors, and citizens. Does not take part in dissension. Takes corrective  criticism well. Helps boost morale. Team player. |
| Communicates well understands instructions and gives instructions clear and effectively. Is approachable and  receptive to feedback. Does not become defensive. |
| Sets a good example for others. Has the heart of a servant. Directs others well. |
| Accepts changes. Open to different tasks. Stays on top of new codes/ordinances/ policy or operating procedures. |
| Makes good productive decisions while under stress and during an emergency. Keeps the best interest of the City  when making decisions. Does what is right. |
| Treats customers, citizens, and employees well and respectful. Makes the initiative to help citizens and employees.  Follows‐up to ensure task is completed correctly. |
| Distributes tasks accordingly to support staff to facilitate the operations of the department. |
| Foresees and plans projects and/or events of department and ensures they are completed by deadline while  including all necessary departments. |
| Prioritizes projects and time management to adhere to departmental and city goals |
| Completes paperwork required in an accurate and timely manner while adhering to policy, procedure and  budgetary guidelines. |
| Effectively empowers and equips personnel with skills and tools necessary to complete tasks and when necessary  disciplines and redirects personnel who are not being effective. |
| **Overall rating of employee should be an average of those indicated above** |

### Evaluator Comments:

**Performance Enhancement Plan**

**Employee Comments ‐ Please attach to this form if comments exceed space below**

Evaluator Signature: Date:

Employee Signature: Date:

Department Head Signature: Date: