



## **EMPLOYEE PERFORMANCE EVALUATION MANAGEMENT EMPLOYEE**

### **INSTRUCTIONS FOR COMPLETION**

1. Employee completes the evaluation form and submits to Supervisor.
2. Supervisor completes the evaluation form.
3. Supervisor meets with the City Administrator for review and concurrence.
4. Supervisor meets with the Employee to discuss the evaluation.
5. Evaluation form is signed by Supervisor, Employee, and City Administrator.
6. Evaluation form is submitted to the City Clerk and placed in personnel file.

1. GENERAL INFORMATION	
NAME (LAST, FIRST, MI):	
DEPARTMENT:	JOB TITLE:
EVALUATION PERIOD:	DATE OF REVIEW:
PURPOSE OF REPORT (CIRCLE ONE):	
<input type="checkbox"/> Probationary <input type="checkbox"/> Promotional <input type="checkbox"/> Annual <input type="checkbox"/> Other	

## 2. PERFORMANCE RATINGS

For each criterion, check the number which most closely matches the performance demonstrated by the employee during the appraisal period.

- 1 – Unsatisfactory
- 2 – Needs Improvement
- 3 – Meets Standards
- 4 – Exceeds Standards
- 5 – Outstanding

JOB KNOWLEDGE: Application of the working knowledge necessary to perform the job					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
COMMENTS:					

<b>QUALITY OF WORK:</b> The ability to produce work that is accurate, neat, and thorough.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>QUANTITY OF WORK:</b> The amount of work produced during assigned work periods.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>DEPENDABILITY:</b> Attendance, reliability, and punctuality.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>JUDGMENT:</b> The ability to come to a proper conclusion based on available information.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>COMMUNICATION SKILLS:</b> The ability to convey ideas effectively, both orally and in writing.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>PROCEDURES:</b> The ability to follow city policies, procedures, and safety rules.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>INITIATIVE:</b> The ability to be a self-starter and to show resourcefulness.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>PUBLIC CONTACT:</b> Demonstrates courtesy and effectiveness in dealing with the public.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>TEAMWORK:</b> The ability to work well with co-workers and supervisors.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>LEADERSHIP:</b> The ability to bring about cooperation toward meeting objectives.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>BUDGET/COST CONTROL:</b> The ability to prepare and control budgets and expenditures.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>DELEGATION:</b> The ability to correctly identify work tasks to be handled by subordinates.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>PLANNING:</b> The ability to develop goals and identify the resources needed for achievement.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

<b>OBJECTIVES:</b> The ability to complete established objectives for the fiscal year.					
Employee	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Supervisor	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>COMMENTS:</b>					

EMPLOYEE RATING: \_\_\_\_\_ SUPERVISOR RATING: \_\_\_\_\_

**3. PROFESSIONAL DEVELOPMENT**

<b>AREAS IN NEED OF IMPROVEMENT</b>

PLANS FOR IMPROVEMENT

EMPLOYEE STRENGTHS

PLANS FOR BUILDING STRENGTHS

EMPLOYEE COMMENTS



**4. ACKNOWLEDGEMENTS**

My signature on this evaluation indicates that I have had the opportunity to read and discuss the evaluation with my supervisor.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CITY ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE

<b>FOR HUMAN RESOURCES USE ONLY</b>			
Employee current hourly rate:	_____	Increase (%):	_____
Employee new hourly rate:	_____	Effective date:	_____
Next review date:	_____		
_____	_____		
CITY CLERK SIGNATURE	DATE		