



Town of Cottage City Employee Performance Review

Employee Name:		Period Covered	
Department Head:		Review Date:	
Town Manager:		Department:	

Self-Assessment
 Department Head Review
 Town Manager Review

Performance Measures (Rate)

1) EXCEPTIONAL	2) VERY GOOD	3) GOOD	4) POOR	5) UNACCEPTABLE
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SECTION A (Performance)

Category	Rating Factor	Rate	Comment (required if rate not 3)
Approach to Work:			
	Follows Instructions		
	Accepts constructive criticism		
	Flexible and adaptable		
	Proactive/take Initiative		
Work Skills:			
	Job knowledge and use of skills		
	Follows procedures & Standards		
	Seeks and learns new skills		
Quality of work			
	Accuracy		
	Consistency		
	Follow-through and Follow up		
Dependability			
	Completes work on time		
	Works well under pressure		
	Punctual with good Attendance		
Communication Skills:			
	Oral expression		
	Written expression		
	Shares information/knowledge willingly		
	Reports information		
	Service to customers		

SECTION-B (Behavior)

Interpersonal Skills:			
	Relationship with colleagues		
	Cooperative		
	Coordination with others		
	Team work		
	Eager to Solve Problems		
Willingness to learn and develop skills			
	Seeks training and development		
	Open to ideas		
Personality			
	Enthusiastic		
	Fair and mature		

OVERALL RATING	
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DEVELOPMENT INTEREST GOING FORWARD - (use additional sheets if needed)

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GENERAL COMMENTS - (use additional sheets if needed)

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Employee Signature: _____

Department Head Signature: _____

Town Manager Signature: _____