

City of Glen Rose

Employee Performance Evaluation

EMPLOYEE NAME:

DATE OF REVIEW:

DEPARTMENT:

JOB TITLE:

TIME IN POSITION:

REVIEW PERFORMED BY:

Reviews give the supervisor and employee the opportunity to better understand abilities, expectations, standards and rules. They also give the supervisor an opportunity to 'get to know' the employee better and vice versa. Reviews can send a message to the employee that you care for them, as well as their performance. The goal is for the employee to succeed, be productive and happy in their employment with the City of Glen Rose. Periodically conducted, these evaluations will provide a history of job development and progress.

The evaluation should be conducted in a fair and unbiased process, without regard to personal friendships, relationships, animosities, etc.... Each employee has his/her own unique abilities, knowledge and skills, therefore, the evaluation should be based upon his/her performance and not that of others in similar positions.

In each category, rate the employee with a score from 1 to 5 that most appropriately reflects the employee's level of performance. Normally, the #3 rating would be the most commonly used rating. Additional explanatory comments on each category are encouraged. Any #1 or #5 ratings need to include documentation supporting those scoring choices.

Knowing that different supervisors have different rating standards, after a review of organization-wide ratings, the ratings of individual supervisors may be adjusted up or down at the discretion of administrative staff (i.e., it's possible one supervisor might be too severe in his/her ratings while another one may be too generous). Also, per the City's Personnel Policy, "An employee shall be provided an opportunity to provide a written response to an evaluation. To qualify to be attached to the evaluation and included in the employee's personnel file, the response must be submitted to the City's Human Resources Manager by the end of the third business day after an evaluator provides a copy of the evaluation to and reviews it with the employee."

1 = Unsatisfactory

2 = Room for Improvement

3 = Satisfactory (all the basic requirements met for the position, satisfactory job performance)

4 = Exceeds expectations

5 = Exceptional

Item 1: ACCURACY – the correctness of duties performed. *Consider the consistent quality, accuracy, thoroughness, neatness of work and level of required supervision.*

Item 2: ATTENDANCE – the reporting to work on a daily basis and conforming to work hours. *Consider the frequency of absenteeism (not including vacation) and proper use of sick leave.*

Item 3: ATTITUDE – the mental approach towards the job. *Consider how the employee accepts normal job duties, changes in job duties, works with fellow workers, observes rules, respects the chain of command, and accepts suggestions and/or criticism:*

Item 4: COURTESY – the polite attention an individual gives the public and the ability to work with fellow employees. *Consider how the employee conducts him/herself while dealing with others:*

Item 5: DEPENDABILITY – able to be reliable and trusted to do or provide what is needed. *Consider the level of reliability and trustworthiness when completing tasks or projects:*

Item 6: HOUSEKEEPING & MAINTENANCE: the keeping of facilities and equipment clean and operational. *Consider the care given and the manner in which the employee keeps his/her work area, vehicle, and tools or equipment.*

Item 7: INITIATIVE – the ability and attitude required to assess and start things independent of supervision. *Consider how the employee takes charge of situations or problems without prompting or direction:*

Item 8: JOB KNOWLEDGE – the full knowledge of all job duties and responsibilities. *Consider whether the employee has full knowledge of every phase of his/her job duties, whether the employee has moderate or poor knowledge:*

Item 9: PERSONAL APPEARANCE – the impression made on others as a representative of the city. *Consider the cleanliness, grooming, and appropriateness of dress for the job:*

Item 10: QUANTITY OF WORK – the amount of work produced. *Consider requirements for the particular job and level of work in comparison to others performing the same job:*

Non-supervisory Office Personnel Scoring, Avg Score 30:

Less than 21 Unsatisfactory; 21-26 Below Average; 27-33 Average; 34-39 Above average; 40 -50 Exceptional

FOR FIELD DUTY PERSONNEL ONLY

Item 11: PHYSICAL FITNESS – the ability to perform the physical requirements of the job as stated in the job description of the position and work consistently with only moderate fatigue OR passes an assessment as prescribed by the employee’s department policy. *Consider the level of fatigue experienced and work performance:*

Item 12: SAFETY – the ability to accomplish work duties in a safe manner without personal injury or property damage. *Consider the manner in which the employee approaches and performs his/her assigned duties with consideration of safety procedures and any personal injury or property damage during this review period:*

Item 13: EXTRACURRICULAR DUTIES - the willingness to work during power outages and inclement weather and responsiveness to emergency call-backs. Consider how an employee handles on-call duty and responds to requests for help in responding to after-hours emergencies and keeping the system running during power outages and inclement weather.

Non-supervisory Field Personnel Scoring, Avg Score 39:

Less than 26 Unsatisfactory 27-34 Below Average 35-43 Average 44-51 Above average 52-65 Exceptional

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FOR SUPERVISORY PERSONNEL ONLY

Item 14: SUPERVISORY SKILLS: the ability to teach, train, oversee, direct. *Consider the manner in which the supervisor relates to employees (clear, consistent, fair, direct, oppressive, unreasonable) and the performance, as a whole, of those under direction:*

Item 15: DOCUMENTATION SKILLS: the ability to properly prepare various reports, schedules, counseling, disciplinary warnings. *Consider grammar, accuracy, timeliness and computer skills:*

Item 16: EVALUATION PROCESS: the ability to conduct the evaluation process. *Consider the ability to conduct an evaluation in a fair and unbiased process:*

Non-field Duty Supervisory Personnel Scoring, Avg Score 39:

Less than 27 Unsatisfactory; 27-34 Below Average; 35-43 Average; 44-51 Above average 52-65 Exceptional

Field Supervisory Personnel Scoring, Avg Score 48:

Less than 32 Unsatisfactory; 32-42 Below Average; 43-53 Average; 54-63 Above average; 64-80 Exceptional

EMPLOYEE'S STRONGEST POINTS:

AREAS NEEDING IMPROVEMENT:

OTHER COMMENTS:

EMPLOYEE'S COMMENTS:

Employee's Signature **Date**

Immediate Supervisor's Signature **Date**