HAMBURG TOWNSHIP EMPLOYEE EVALUATION REVIEW

Employee Name: Job Title: Department: Review Period Date:	Last Review Date: Reviewer Name: Reviewer Title:					
The employee & Supervisor are a characteristics and/or behaviors	to identify, discuss, and agree on specific tasks, to improve to meet department goals.	responsibilities, and career goals to accomplish, as well as employe				
Tasks & Re	esponsibilities	Manager's Summary				
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						
9)						
10)						
11)						
12)						
13)						
14)						

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Goals Achieved

Employee's Goals for Upcoming Year

2)				2)				
3)				3)				
4)				4)				
5)				5)				
Strengths				Areas that Need Improvement				
1)				1)				
2)				1)				
				2)				
3)				3)				
4)				4)				
5)				5)				
Employee's Overall	Performance Rati	ng:]	Department Hea	ad Salary Ste	p Plan Recommenda	ation:	
Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Change	Insulance and	Department Head initials	Supervisor initials	
				Change No change*	Implement	initials	(A-Approve D-Deny)	
				Remain at				
Job Description:			current step					
Accurate	Revised*	<u></u>		Step increase				
				Wage Increase**				
				Increase ***				
Evaluating Super	visor	Date			Employee		Date	
- -								

^{*}Employee will be placed within their current grade at the step closest to their current wage amount, but not below their current wage amount.

^{**}Department Head to present to the Board of Trustees at Strategic Planning the revised job description and/or wage increase request. Denied requests will receive a step increase.

Board Approved XX/XX/XXXX

Page 2 of 2