

 [Delete template](#)



Street Department (Crew) Review



Template settings

Make this a global template

Global templates can be used by anyone in the organization who can launch Reviews.

Employee section

Topics in this section will be answered by both the reviewee and their manager, and all responses will be visible when the review is complete.

Core Competencies

add a description. . .

A review is limited to 20 sections.

1 Team Work

Works effectively with colleagues toward common goals. Includes but is not limited to the ability to communicate well, share resources both material and intellectual, taking responsibility for one's own actions, and demonstrating active listening.

Consider:

- The ability to work cooperatively with other team members and follow instructions from supervisor.
- Willingness to assist colleagues when needed with a positive attitude.
- Contributions to maintaining a productive and positive work environment.

★ Rating

Rating Scale

This rating scale applies to all ratings in this template.

Edit Rating Scale


At Risk - area which needs immediate attention.

Developing - working to improve in this area


Proficient - Acceptable level

Advanced - Example setter. Generally more proficient than others

Mentor - Expert. Demonstrates ability to "teach" others.

 Comments (optional)

Who answers?

 Ratings are required and must be answered by employees and managers.

2

Professionalism / Attitude



Presents self in a manner consistent with expectations both internally and with members of the public. Maintaining an optimistic approach to tasks, responsibilities, and the workplace.

 Opinion scale  Yes/No  Number scale  Multiple choice  Text  **Rating**

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 Comments (optional)

Who answers?



Ratings are required and must be answered by employees and managers.

3

Position / Industry Knowledge

Displays specialized and/or in-depth skills, knowledge, or judgment associated with the position, and overall industry and city street department.

Consider:

- Demonstrates competence with best practices for position duties
- Shows initiative in learning new work techniques and industry best practices
- Shows initiative in cross-training to learn new information and/or share gained information with other team members
- Demonstrates ability to complete a variety of tasks requiring specialized skill and knowledge

★ Rating

Rating Scale

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Comments (optional)

Who answers?



Ratings are required and must be answered by employees and managers.



Insert question



Insert performance activity



Insert section

Position Specific Competencies

add a description. . .

A review is limited to 20 sections.

1 Workplace Safety

Complies with all safety regulations and applies common sense to dangerous situations.
Takes time to be aware of situation, surroundings, and equipment.

Consider:

- Adherence to safety protocols
- Proper use of PPE
- Contributing to a culture of safety by demonstrating safe work practices
- Accurately reporting injuries, accidents, near misses, and property damage

★ Rating

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 Comments (optional)

Who answers?



Ratings are required and must be answered by employees and managers.

2 Priority Setting/Time Management



Spends time and prioritizes activities based on what's most important, factoring both corporate, departmental, and individual objectives. Avoids spending time on tasks/activities of minimal consequence in the broad scheme of operations. Generally meets deadlines through careful time management and affective organization of activities. Maintains an active list of priorities. Shows agility in adjusting priorities when necessary.

Consider:

- Ability to work efficiently to complete assigned duties within deadlines
- Consistently makes efforts to produce high-quality work in a time-effective manner
- Ability to prioritize and organize work duties

Opinion scale
 Yes/No
 Number scale
 Multiple choice
 Text
 Rating

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Comments (optional)

Who answers?



Ratings are required and must be answered by employees and managers.

3

Functional Technical Skills

Mastery of specific knowledge, skills, and abilities necessary to complete practical tasks related with the position.

Consider:

- Ability to perform tasks efficiently and with attention to detail
- Adherence to standards and best practices when performing a duty and/or project
- Consistently produces high-quality work including timely work with limited errors
- Competence in operating assigned pieces of equipment
- Demonstrates competence and diligence in the maintenance of assigned equipment

Rating

Rating Scale

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Edit Rating Scale


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Mentor - Expert. Demonstrates ability to "teach" others.

 Comments (optional)

Who answers?

 Ratings are required and must be answered by employees and managers.

 Insert question

 Insert performance activity

 Insert section

Prior Year Goal(s)

Consider the goal(s) that the employee set for themselves during the prior year review.

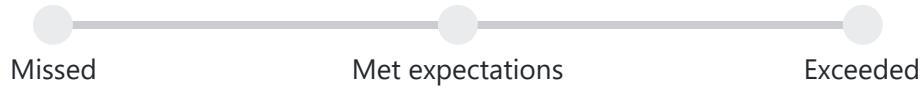
A review is limited to 20 sections.

1 How would you rate the employee's completion of their prior period's goal(s)?

Type description here

 Opinion scale

of options



Who answers? Employee - required Manager - required

2 Comments on prior year goal(s)

Consider the goal(s) that the employee set for themselves during the prior year review.

Text

Multi line

Who answers? Employee Manager

Insert question Insert performance activity Insert section

Coming Year's Goal(s)

Establish at least ONE goal for the coming year. Goals should follow the SMART model.

S-Specific

A review is limited to 20 sections.

1 What are the employee's goal(s) for the coming year?

Type description here

Text

Multi line

Who answers? Employee - required Manager - required

 Insert question

 Insert performance activity

 Insert section

Private manager-only questions

This section allows managers to note sensitive information about their direct report, such as flight-risks or promotions. This is only visible to managers and admins.

Section title

add a description. . .

 Insert question

Overall Rating

[Remove overall rating](#)

Combine ratings in this review using weighted averages.

Rating Details

Set up how this rating will appear in the final review

Overall rating name

Overall Performance Review Rating

Description

Give your overall rating description

Rating Inputs

Assign weights to each rating (0-100%)

Weight all ratings equally

15 %

★ Team Work

20 %	★ Professionalism / Attitude
15 %	★ Position / Industry Knowledge
20 %	★ Workplace Safety
10 %	★ Priority Setting/Time Management
20 %	★ Functional Technical Skills
100% allocated	

Preview

Example of what will appear in the final review. Scores displayed are for demonstration only.

Overall Performance Review Rating

Manager Rating	2.1/3	Employee Rating	2.1/3
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This is a weighted average of:

- 15% Team Work
- 20% Professionalism / Attitude
- 15% Position / Industry Knowledge
- 20% Workplace Safety
- 10% Priority Setting/Time Management
- 20% Functional Technical Skills

✓ Autosaved