

CITY OF MANOR PERFORMANCE EVALUATION

EMPLOYEE NAME	DEPARTMENT	POSITION
	Administration	
APPRAISER	EVALUATION PERIOD	EVALUATION DATE
	Month, Year – Month, Year	

This evaluation form has five sections, “Job Performance”, “Communication”, “Planning and Development”, “Management” and “Narrative”, additionally senior City staff will be required to attend a minimum of three (3) City sponsored events throughout the evaluation period to establish community partnership and awareness.

Distribution Instructions: Return the original completed form to the Human Resources Department.

A rating of “Unsatisfactory”, “Poor”, “Needs Improvement”, or “Outstanding” shall include comments by the rating supervisor.

The following pages define significant areas of responsibility for the city employee position. In each section, examples of performance and responsibility are articulated to better explain each subject head. Please rate the employee's performance based on the following categories:

Rating	Performance	Definition
6	Outstanding Far exceeds all expectations	Generally applies to the top 1% of <u>all</u> employees in the workplace. This person's overall skills and abilities greatly exceed all expectations of the position. Demonstrates strong expertise within key areas of responsibilities. Consistently outstanding results beyond the scope of the performance plan over the entire period. Anticipates the City's needs and executes plans flawlessly.
5	Excellent Exceeds all expectations	Generally applies to the top 5-10% of <u>all</u> employees in the workplace. This person's overall skills and abilities greatly exceed the expectations of the position. Demonstrates strong expertise within key areas of responsibilities. Occasionally receives outstanding results beyond the scope of the performance plan in some key areas of responsibility over entire performance period.
4	Very Good Meets all expectations	Generally applies to the next 20-25% of employees. Occasionally exceeds performance expectations of the position. Performed the most difficult parts of the job competently and thoroughly. Contributed significant results on their own initiative. Worked with a high level of independence, initiative, and concern for the quality of the work or service produced for the city.
3	Fair Meets Minimum Expectations	Generally applies to 40-50% of employees. Met expectations of the position and is competent in the performance of responsibilities.
2	Needs Improvement Meets some Expectations	Generally applies to 20%. Often failed to meet performance expectations of the position. Performance was generally adequate, but is deficient in one or more key areas and will require additional training or assistance to fully achieve expectations.
1	Poor Fails to meet most expectations	Generally applies to the bottom 4% of employees. Performance was well below expectations in most areas of responsibility. Serious performance deficiencies that inhibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion, or termination of employment.
0	Unsatisfactory Fails to meet all expectations	Generally applies to the bottom 1% of employees. Performance was well below expectations in all areas of responsibility. Serious performance deficiencies that prohibit adequate performance in the position. Employees should be evaluated for continuation of current position, demotion, or termination of employment.

JOB RESPONSIBILITIES		PERFORMANCE LEVEL	
1. Job Performance		6 - 0	COMMENTS
1. Does the employee demonstrate the full knowledge of the essential job duties, responsibilities, skills, equipment, and procedures?			
2. Does the employee meet established goals and objectives with effective planning and attention to performance standards?			
3. How well does the employee formulate and follow through with organizing and prioritizing situational issues?			
4. What level of production is done by the employee without supervision?			
5. How willing and able is the employee to be available for emergency or voluntary situations?			

JOB RESPONSIBILITIES		PERFORMANCE LEVEL	
2. Communication		6 - 0	COMMENTS
1. How well does the employee demonstrate good listening skills?			
2. How well does the employee give and receive positive or constructive feedback?			
3. Does the employee show respect for the feelings and opinions of others while valuing team success over individual success?			
4. How well does the employee effectively analyze and solve problems?			
5. How well does the employee adjust to new directives, procedures, duties, supervisors, or working environments?			

JOB RESPONSIBILITIES		PERFORMANCE LEVEL	
3. Planning and Development		6 - 0	COMMENTS
1. Are the employee's goals and objectives in line with the City's needs?			
2. Does the employee typically achieve the expected results?			
3. What knowledge and skills has the employee developed throughout the evaluation period?			
4. Does the employee set verifiable short- and long-term goals?			
5. Has the employee made original suggestions to improve or implement a process or procedure?			

JOB RESPONSIBILITIES		PERFORMANCE LEVEL	
4. Departmental		6 - 0	COMMENTS
1.			
2.			
3.			
4.			
5.			

JOB RESPONSIBILITIES		PERFORMANCE LEVEL	
4. Management	6 - 0	COMMENTS	
1. How effective does the manager/director instruct, train, and develop subordinates?			
2. How does the manager/director establish an atmosphere of acceptance and psychological safety regarding each employee's level of experience and learning style?			
3. How effective does the manager/director communicate performance expectations and objectives?			
4. Is the manager/director flexible and responsive to the changing needs of the city?			
5. Are cost effective measures persistently being pursued?			

NARRATIVE EVALUATION

1. What would you identify as the employee's strengths(s), expressed in terms of the principled results achieved during the evaluation period?

2. Which performance area(s), if any, would you identify as most critical for improvement?

3. List the three (3) City sponsored events the manager/director attended during the evaluation period (Attach volunteer timesheet).

PERFORMANCE EVALUATION

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APPRAISER	EVALUATION PERIOD	EVALUATION DATE

OVERALL RATING (Total Points)

APPRAISER COMMENTS:

EMPLOYEE COMMENTS:

Employee Signature

Date

Supervisor Signature

Date

Director Signature

Date

Human Resources Signature

Date

City Manager Signature

Date