



Date of Evaluation: \_\_\_\_\_ Period Being Evaluated: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

### Measures for performance criteria for non-managerial employees

#### Work habits: unexcused work absences

Does not meet expectations: Averages once a week absence (Rating: 0)

Meets expectations: Averages once a month absence (Ratings: 1, 2)

Exceeds expectations: Averages twice a year absence (Ratings: 3, 4)

Exceptional performance: Never has unexcused absences (Ratings: 5, 6) \_\_\_\_\_

#### **Comments:**

#### Work habits: Work punctuality

Does not meet expectations: Averages once a week being late (Rating: 0)

Meets expectations: Averages once a month being late (Ratings: 1, 2)

Exceeds expectations: Averages twice a year being late (Ratings: 3, 4)

Exceptional performance: Never is late (Ratings: 5, 6) \_\_\_\_\_

#### **Comments:**

#### Work habits: meeting attendance

Does not meet expectations: Averages once a week missing meetings (Rating: 0) Meets expectations: Averages once a month missing meetings (Ratings: 1, 2)

Exceeds expectations: Averages twice a year missing meetings (Ratings: 3, 4)

Exceptional performance: Never misses meetings (Ratings: 5, 6) \_\_\_\_\_

#### **Comments:**

Work habits: extra work outside of normal work hours

Does not meet expectations: Never does extra work (Rating: 0)

Meets expectations: Does extra work when asked by supervisor [2-3 times a year] (Ratings: 1, 2)

Exceeds expectations: Regularly does extra work when asked by supervisor [2-3 times a month] or volunteers for extra responsibilities (Ratings: 3, 4)

Exceptional performance: Volunteers to work when needed or as an example and develops additional ways to contribute to unit performance (Ratings: 5, 6) \_\_\_\_\_

**Comments:**

Performance: understands duties, instructions and assignments

Does not meet expectations: Needs continuing guidance on work assignments (Rating: 0)

Meets expectations: As a rule, understands duties and instructions with few mistakes and with minimum reinforcement (Ratings: 1, 2)

Exceeds expectations: Rarely makes a mistake, understands virtually all instructions, and does not require clarification (Ratings: 3, 4) \_\_\_\_\_

Exceptional performance: Works error-free and clarifies assignments when it is productive to do so (Ratings: 5, 6)

**Comments:**

Performance: follows job description, instructions and assignments

Does not meet expectations: Understands instructions but does not regularly follow them (Rating: 0)

Meets expectations: Understands instructions and as a rule follows them (Ratings: 1, 2)

Exceeds expectations: Understands instructions and rarely deviates from them (Ratings: 3, 4)

Exceptional performance: Understands instructions and always carries them out and may seek to improve the desired result (Ratings: 5, 6) \_\_\_\_\_

**Comments:**

Performance: completes assignments in a timely manner

Does not meet expectations: Regularly misses deadlines (Rating: 0)

Meets expectations: Regularly meets deadlines (Ratings: 1, 2)

Exceeds expectations: Completes assignments in advance of deadline (Ratings: 3, 4)

Exceptional performance: Assigns priority to assignment completion (Ratings: 5, 6) \_\_\_\_\_

**Comments:**

Performance: completes assignments accurately and according to a specified standard

Does not meet expectations: Work is not accurate or does not meet a specified standard (Rating: 0)

Meets expectations: Work is generally accurate and meets a specified standard (Ratings: 1, 2)

Exceeds expectations: Work is accurate and exceeds a specified standard (Ratings: 3, 4) \_\_\_\_\_

Exceptional performance: Work is accurate and greatly exceeds a specified standard in clarity and quantity (Ratings: 5, 6)

**Comments:**

Performance: provides supervisor with appropriate information

Does not meet expectations: Does not regularly or accurately provide appropriate information to supervisor (Rating: 0)

Meets expectations: As a general rule, regularly and accurately provides appropriate information to supervisor (Ratings: 1, 2)

Exceeds expectations: Regularly provides appropriate information to supervisor in clear oral or written form as requested (Ratings: 3, 4)

Exceptional performance: Regularly provides appropriate information in clear oral and/or written form with additional information on context and implications and with recommendations (Ratings: 5, 6) \_\_\_\_\_

**Comments:**

Performance: Provides recommendations for individual/unit performance improvement

Does not meet expectations: Does not provide recommendations (Rating: 0)

Meets expectations: Provides recommendations on major duties as needed (Ratings: 1, 2)

Exceeds expectations: Reviews total work product and makes recommendations (Ratings: 3, 4)

Exceptional performance: Develops systematic improvement plans in conjunction with employee (Ratings: 5, 6)

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**Comments:**

Performance: Interaction with residents

Does not meet expectations: Does not interact appropriately with residents (Rating: 0)

Meets expectations: Interacts appropriately with residents (Ratings: 1, 2)

Exceeds expectations: Provides clear and complete service without being asked on major items (Ratings: 3, 4)

Exceptional performance: Goes well beyond expected services on a regular basis (Ratings: 5, 6)

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**Comments:**

Works well with other employees

Does not meet expectations: Does not work well with other employees (Rating: 0)

Meets expectations: Maintains adequate interpersonal relationships (Ratings: 1, 2)

Exceeds expectations: Encourages cooperation and shared responsibility (Ratings: 3, 4)

Exceptional performance: Provides leadership skills in working with others and in setting an example (Ratings: 5, 6)

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**Comments:**

Conveys a positive image of the City

Does not meet expectations: Does not convey a positive image (0)

Meets expectations: Dresses appropriately and exhibits positive work habits (1, 2)

Exceeds expectations: Consciously works to convey a positive image in describing and presenting municipal services (3, 4)

Exceptional performance: Develops a strategy to increase the positive image of the City and makes public presentations/prepares materials to enhance the City image (5, 6)

**Comments:**

Total Points \_\_\_\_\_

Overall Work/Performance Rating \_\_\_\_\_

Annual Goals

Rating

Goal 1 \_\_\_\_\_

\_\_\_\_\_

Goal 2 \_\_\_\_\_

\_\_\_\_\_

Goal 3 \_\_\_\_\_

\_\_\_\_\_

Goal 4 \_\_\_\_\_

\_\_\_\_\_

Total points

\_\_\_\_\_

Overall Goal Rating

(Divide total points by number of goals)

\_\_\_\_\_

Calculation instructions:

1. As a rule, each of the two overall ratings will be the average of the individual ratings.
2. As a rule, Work/Performance then will receive a weighting of 85% and Goals will receive a weighting of 15%.

Work/Performance Rating x 85% = \_\_\_\_\_

Goal Rating x 15% = \_\_\_\_\_

Total Rating Points = \_\_\_\_\_

Overall Rating \_\_\_\_\_

Supervisor Comments:

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_