



Employee Performance Appraisal

Name:

Title:

Department:

Date of Hire:

Date of Evaluation:

Date of Last Review:

Date of Next Scheduled Review:

Safety: Lost Time Injuries or Motor Vehicle accidents within last 12 months:

Safety: Does the Employee carry out his or her duties in a safe manner?

Yes

No

Choose One:

1. JOB UNDERSTANDING: Meets = Employee possesses and demonstrates clear knowledge of customer service, City Policy and rules, mission statement, core values, job description, department Rules and Regulations, SOG's and protocols. Has received appropriate training for this evaluation period (list if necessary).

Does Not Meet Expectations

Needs Improvement

Meets Expectations

Exceeds Expectations

Excels

Comments:

2. QUALITY OF WORK: Meets = Can depend on employee to follow instructions. Employee carries out and completes routine daily assignments with minimum supervision and minimal mistakes.

Does Not Meet Expectations

Needs Improvement

Meets Expectations

Exceeds Expectations

Excels

Comments:

3. ABILITY TO ADAPT: Meets = Employee demonstrates the willingness and ability to carry out unfamiliar tasks with appropriate instruction. Employee exhibits a positive, can-do attitude. Can depend on employee to make appropriate job related decisions.

Does Not Meet Expectations

Needs Improvement

Meets Expectations

Exceeds Expectations

Excels

Comments:

4. HOUSEKEEPING/APPEARANCE: Meets = Employee keeps work area reasonably neat and organized. Conforms to department personal appearance policy without prompting.

Does Not Meet Expectations

Needs Improvement

Meets Expectations

Exceeds Expectations

Excels

Comments:

5. JOB PRODUCTIVITY: Meets = Can depend on the employee to fully, correctly and safely complete projects within the appropriate time frame. Uses unassigned time productively (additional unassigned duties, study, etc.)

Does Not Meet Expectations

Needs Improvement

Meets Expectations

Exceeds Expectations

Excels

Comments:

6. DEPENDABILITY: Meets = Adheres to departmental attendance policies. Punctual for roll call prepared for assignment. Gives appropriate notice for time off. Does not abuse sick leave. Can depend on the employee to make recommendations for improvements. Employee seeks out opportunities to enhance his/her value to the organization and prepare for promotion.

Does Not Meet Expectations

Needs Improvement

Meets Expectations

Exceeds Expectations

Excels

Comments:

7. COOPERATION: Meets = Employee establishes and maintains positive working relationships inside and outside the department. Demonstrates the importance of customer service. Does not create dissension. Can rely on the employee to display proper conduct with coworkers and the public.

Does Not Meet Expectations

Needs Improvement

Meets Expectations

Exceeds Expectations

Excels

Comments:

OVERALL RATING: Supervisor should comment on the employee's strengths and weaknesses, and how employee can make improvement in performance.

Does Not Meet Expectations

Needs Improvement

Meets Expectations

Exceeds Expectations

Excels

Comments:

GOALS: (SMART: Specific, Measurable, Achievable, Realistic, Time frame)

Employee Comments:

Supervisor Signature: _____

Date: _____

Department Head: _____

Date: _____

Employee Signature: _____

Date: _____

I wish to appeal my evaluation to the City Manager.

Employee Signature: _____

Date: _____