

**PERFORMANCE EVALUATION  
UNIT: UNREPRESENTED**

LAST NAME, FIRST NAME	
TITLE	
DEPARTMENT	
APPRAISAL PERIOD (START/END DATE)	

**SIGNATURES**

Employee signature acknowledges receipt of the Performance Evaluation. The employee has an opportunity to add comments either in Part 2 or by attaching a separate page with comments.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Overall Rating:**

Exceeds Expectations       Meets Expectations       Does Not Fully Meet Expectations

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Print name)

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Print name)

**Original to Human Resources for filing**

## INSTRUCTIONS

This form is used by supervisors and employees to plan, monitor, and evaluate performance. General guidelines for completing the Performance Evaluation form are outlined below. New or promoted employees may be evaluated at six months and/or twelve months (see below). If an employee is rated Does Not Fully Meet Expectations, list specific goals for improvement and the date you expect them to be achieved in Part 2.

Consideration for Advancement within Salary Range  
Following Appointment and/or Promotion (Personnel Rule 13)

### 6 Months or 12 Months

- Performance Evaluation
- Salary Increase Consideration

12 Months  
(if applicable)

- Probationary Period Ends
- Performance Evaluation

### Every 12 Months Thereafter

- Performance Evaluation
- Salary Increase Consideration

### Planning

The supervisor and employee meet to evaluate the previous year's performance. The supervisor and employee also review departmental goals and objectives. Establishing clear performance goals and expectations helps avoid "surprises" and conflicts at year-end. With clear goals, the employee and supervisor both know what needs to be accomplished and can monitor the performance throughout the year.

### Evaluating

Prior to meeting for the performance evaluation, two tasks will be accomplished. The employee should complete the Employee Self-Evaluation form (see Part 3 below). The employee lists the achievements and areas needing improvement for the rating period and submits it to the supervisor at least one (1) week prior to the performance evaluation meeting. The supervisor will review the employee's performance and the Self-Evaluation form.

### PART 1: PERFORMANCE FACTORS

At the end of the appraisal period, the supervisor evaluates the Performance Factors (Part 1) using the Competency Ratings (4, 3 and 2) and adds the rating number in the rating box for the areas of each dimension. The rater also provides narrative comments to substantiate the ratings. The narrative is completed in the comments section of Part 1.

### PART 2: OTHER ACCOMPLISHMENTS AND COMMENTS

Both the supervisor and employee may use this section to document important results achieved during the rating period or to include any comments regarding the review. Employees are encouraged to comment and respond to the review content and process.

### PART 3: EMPLOYEE SELF-EVALUATION FORM

The employee completes Part 3 which includes objectives, strongest areas, areas of improvement, and identifies potential career development activities and expected results. The employee will complete and return part 3 to his/her supervisor one week prior to the scheduled performance evaluation meeting.

### PART 4: OTHER PERFORMANCE FACTORS (IF APPLICABLE)

The supervisor checks the factors which **require improvement** by the employee being evaluated. A discussion about meeting the expectation(s) should occur between the employee and supervisor.

### COVER PAGE:

The supervisor completes the cover page and checks an Overall Rating for the Appraisal Period. Upon completion of the Performance Evaluation, the employee, supervisor, and department head sign and date the completed evaluation. A copy of the Performance Evaluation form is given to the employee, a copy is kept for the department's records, and the original is submitted to the Human Resources Department.

## Part 1: Performance Factors

### Competency Ratings:

- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Does Not Fully Meet Expectations

---

### Building Trust

Interacting with others in a way that gives them confidence in one's intentions and those of the organization.

Areas:	Rating
Handles confidential personnel records appropriately and does not share confidential information.	
Processes confidential correspondence.	
Treats individuals fairly.	
Invites all personnel to meetings and shares information freely.	
Maintains an open-door policy and listens to others' comments, suggestions, and complaints.	
Keeps promises and commitments.	
Shows genuine interest in the success of others, and promotes and showcases their abilities.	
Allows people to learn from mistakes and thereby encourages new, innovative thinking.	

### Building Partnerships

Identifying opportunities and taking action to build strategic relationships between one's area and other areas, teams, departments, units or organizations to help achieve business goals.

Areas:	Rating
Builds effective working relationships with other departments.	
Establishes relationships and works effectively with others outside the organization.	
Supports and encourages good working relationships between departments.	
Shares information, ideas and effective approaches to issues with others.	

### Building a Successful Team:

Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitating the completion of team goals.

Areas:	Rating
Communicates purpose and importance of team through a clear mission statement.	
Establishes relationships and works effectively with others outside the organization.	
Supports and encourages good working relationships between departments.	
Shares information, ideas, and effective approaches to issues with other regions and departments.	

### Financial Management:

Prepares budget requests that reflect planned activities of the project or work unit and lives within the adopted budget.

Areas:	Rating
Drafts budget requests that reflect planned activities.	
Lives within adopted budget.	

**Formal Presentation:**

Presenting ideas effectively to individuals or groups when given time to prepare; delivering presentations suited to the characteristics and needs of the audience.

Areas:	Rating
Makes formal presentations of complex ideas in a logical sequence.	
Uses vocabulary appropriate to the audience.	
Makes formal presentations of technical information to a technical audience.	
Makes formal presentations of technical information to a non-technical audience.	

**Leading Through Vision and Values:**

Keeping the organization's vision and values at the forefront of associate decision making and actions.

Areas:	Rating
Creates enthusiasm and acceptance of one's vision for the organization.	
Sets the tone through own actions in creating an environment where ideas can be shared, questions can be asked, and individuals are accountable for their own actions.	
Highlights the organization's purpose and future direction to all staff so they can do their jobs more effectively.	
Encourages open discussion of plans for future action and the reasons behind the plans.	
Shows passion for the organization's services.	
Stays aware of current developments and trends in all relevant technical/professional knowledge areas.	

**Safety Awareness**

Identifying and correcting conditions that affect employee safety; upholding safety standards.

Areas:	Rating
<i>Identifies safety issues and problems</i> – Detects hazardous working conditions and safety problems; checks equipment and/or work area regularly.	
<i>Takes corrective action</i> – Reports or corrects unsafe working conditions; makes recommendations and/or improves safety and security procedures; enforces safety regulations and procedures.	
<i>Monitors the corrective action</i> – Monitors safety or security issues after taking corrective action and ensures continued compliance.	

**Strategic Decision Making**

Obtaining information and identifying key issues and relationships relevant to achieving a long-range goal or vision; committing to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.

Areas:	Rating
Modifies department or group activities and procedures to be consistent with major new directives.	
Translates major new directives into individual performance expectations.	
Establishes strategies or methods for accomplishing major new directives.	
Ensures that organizational systems are in place to support the accomplishment of major new directives.	
Translates organizational goals into practical goals and a strategy for own department.	
Ensures consistency among individual managers' strategies so that they move the entire area in the appropriate direction.	
Puts managers in appropriate positions to maximize their effectiveness and potential.	

**Work Habits:**

Conducts work tasks in a safe, competent, efficient and effective manner; cooperates with supervisors, fellow employees, while abiding by the Personnel Rules, Memoranda of Understanding, Administrative Orders, Municipal Code, departmental policies, and all applicable laws and regulations.

Areas:	Rating
Knows and complies with applicable laws, regulations and City/Department policies and procedures.	
Practices and promotes safe behavior in order to prevent accidents, injury or damage.	
Takes immediate action to correct and/or report unsafe conditions.	
Participates and complies with City/Department provided safety training.	
Represents the City in a professional manner.	
Attendance and Punctuality	

**Comments:**

**Please attach additional page(s) if needed**

**Part 2: Other Accomplishments & Comments**

**Other Accomplishments and Comments:**

**Areas for Development:**

**Supporting/Training Activities:**

**Development Results/Progress:**

**Part 3: Employee Self-Evaluation Form**

**Objectives:**

**Discuss your strongest areas and give specific examples.**

**Discuss areas needing improvement.**

**Identify areas for development and potential activities for professional career enhancement. List expected results.**

#### Part 4: Other Performance Factors (if applicable)

The following are general performance factors that may be considered during the performance evaluation. The purpose is to facilitate communication between the supervisor and employee about **improving** these important aspects of the position. The supervisor should check the factors which **require improvement** by the employee being evaluated. A discussion about meeting the expectation(s) should occur between the employee and supervisor. During the next performance evaluation, the supervisor should review the factor(s) checked.

##### FACTOR CHECKLIST:

- Attendance and Punctuality:** Attends work regularly without excessive absences; maintains assigned work schedule.
  
- Care of Equipment:** City equipment is properly used and cared for.
  
- Safety Awareness:** Practices rules of safety to protect self and others.
  
- Productivity:** Makes effective use of time/resources to accomplish assignments and meet deadlines.
  
- Professional Appearance:** Attire and grooming is appropriate for the work unit/organization.
  
- Professionalism:** Represents the organization in a professional manner.