

**EMPLOYEE PERFORMANCE EVALUATIONS**

**MANAGEMENT, MID-MANAGEMENT NON-BARGAINING  
GENERAL INSTRUCTIONS**

1. **PURPOSE OF PERFORMANCE EVALUATION**: To pinpoint strengths and weaknesses, and review past goals and objectives and corresponding accomplishments so as to identify areas where performance can be improved for the benefits of both the employee, and the Department /Division and to formulate a practical improvement program of specific challenges.
2. Rate the employee on characteristics pertinent of job performance. Carefully evaluate each of the characteristics separately, based on recurring day-to-day performance since the last review and not on recent or isolated exceptional events. For each characteristic, rate the employee poor, fair, average, good, or excellent using these definitions, and check the appropriate box.

<b>POOR:</b>	<b>Definitely below acceptable standards, performance of job requirements is consistently deficient.</b>
<b>FAIR:</b>	<b>Improvement is needed to meet acceptable standards; performance of job requirement is inconsistent.</b>
<b>AVERAGE:</b>	<b>Meets acceptable standards; performance of job requirement is consistent.</b>
<b>GOOD:</b>	<b>Above acceptable standards; performance of job usually exceeds job requirements.</b>
<b>EXCELLENT:</b>	<b>Outstanding, above acceptable standards; performance consistently exceeds job requirements.</b>

3. Two common mistakes in ratings are: (1) A tendency to rate nearly everyone as “average: on every characteristic instead of being more critical in judgment. The evaluation should use the end of the scale as well as the middle. (2) The “halo effect”, i.e., a tendency to rate the same individual “excellent” on every characteristic or “poor” on every characteristic based on the overall picture one has of the person being evaluated. However, each person has strong and weak points and these should be indicated on the rating scales.
4. The supervisor should discuss the incumbent’s strong points as well as limitations with a view toward improving the employee’s performance.

**EMPLOYEE**

**PERFORMANCE**

**EVALUATION**

**MANAGEMENT – MID-MANAGEMENT – NON-BARGAINING**

**EMPLOYEE**

**INFORMATION:** NAME: Linda Cox DATE :                     

CLASSIFICATION City Clerk DEPARTMENT                     

PERIOD COVERED: (Month/Year) FROM: 10/1/13 TO 4/1/14

PURPOSE OF REPORT: **PROBATIONARY {X}** ANNUAL { } MID-TERM { } SPECIAL{ }

POOR FAIR AVERAGE GOOD EXC.

	POOR	FAIR	AVERAGE	GOOD	EXC.
<b>WORK PERFORMANCE:</b>					
<b>KNOWLEDGE:</b> Understanding of Fundamentals, skill, methods and procedures required in present job					
<b>PLANNING:</b> Development of methods, methods and work habits to efficiently perform overall work load.					
<b>APPLICATION:</b> Establishment of a team effort toward departmental goals and objectives.					
<b>ACCURACY:</b> Absence of mistakes and errors in job performance.					
<b>THOROUGHNESS:</b> Attention to details. Completes work assignments in a timely manner.					
<b>QUALITY:</b> Overall quality of work.					
<b>QUANTITY:</b> Overall quantity of work.					
<b>MANAGEMENT PERFORMANCE:</b>					
<b>ORGANIZATION:</b> Ability to organize employees, department and operations. Maintain discipline.					
<b>PERSONNEL SELECTION:</b> Identify job-related Characteristics in prospective discipline.					
<b>TRAINING:</b> Development of personnel training methods in department.					
<b>FOLLOW-UP:</b> Ability to follow-up on assignments, instructions, and schedules.					

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**SUPERVISORY/**  
**MANAGEMENT**  
**PERFORMANCE:**

**Poor    Fair    Average    Good    Exc.**

<b>ECONOMY:</b> Ability to control Cost – optimum utilization of resources.					
<b>SAFETY:</b> Orientation toward safety and health standards.					
<b>LEADERSHIP:</b> Establishment of a team effort toward departmental goals and objectives.					
<b>COMMUNICATION:</b> Ensuring that Personnel adequately informed about departmental issues concerns.					
<b>FACTORS AFFECTING JOB PERFORMANCE:</b>					
<b>ADAPTABILITY:</b> Alteration of activities, plans, etc, to accommodate new situations.					
<b>ATTITUDE:</b> Shows interest, enthusiasm and cooperation to achieve common goals.					
<b>ATTENDANCE:</b> Comes to Work on time and does not abuse leave.					
<b>COOPERATION:</b> Working effectively with others to achieve common goals.					
<b>CREATIVENESS;</b> Improvement of methods and procedures by new and innovative ideas.					
<b>EXPRESSION:</b> Written presentation of ideas					
<b>EXPRESSION:</b> Oral presentation of ideas					
<b>INITIATIVE:</b> Self-confident, enthusiastic performance with a minimum of instruction.					
<b>JUDGMENT:</b> Sound judgment and opinion by careful study of available facts and options.					
<b>RELIABILITY:</b> Dependability instills full confidence.					

**OVERALL EVALUATION  
IN PRESENT POSITION:**

**The supervisor should discuss the incumbent's strong points as well as limitation with a view toward improving the employee's performance.**

**EMPLOYEE'S STRONGEST AREA ON CONTRIBUTION TO THE JOB:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYEE'S WEAKNESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ RATING SUPERVISOR \_\_\_\_\_

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**OVERALL EVALUATION:** POOR { } FAIR { } AVERAGE { } GOOD { } EXCELLENT { }

**DIVISION DIRECTOR/DEPARTMENT HEAD COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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**EMPLOYEE'S COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

MY SIGNATURE DOES NOT NECESSARILY MEAN THAT I AGREE WITH THE RATING. IT DOES, HOWEVER, SIGNIFY REVIEW OF ITS CONTENTS AND ALSO THE OPPORTUNITY TO DISCUSS ANY QUESTION I MIGHT HAVE WITH THE RATING AUTHORITY.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Is probationary employee recommended for regular employment? YES \_\_\_\_\_ NO \_\_\_\_\_

Is employee recommended for extended probation? YES \_\_\_\_\_ NO \_\_\_\_\_