



**EMPLOYEE PERFORMANCE EVALUATION
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 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, or Good or Excellent, using these definitions, and check the appropriate box. Mark N/A **if** the area does not apply. Score each section and divide by the appropriate number. Mark the overall score. Ratings explanations and / or comments may be added in the comment sections. Areas rated Fair or Poor should include suggestions to improve. Employees with overall ratings marked Fair or Average will need a plan of improvement, approved by the Department Head.

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

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 INFORMATION:

NAME: Linda W. Cox

DATE: 06/12/2017

CLASSIFICATION: City Clerk

DEPARTMENT: City Clerk

PERIOD COVERED: (Month/Year) **FROM:**

TO:

PURPOSE OF EVALUATION: PROBATIONARY ANNUAL MID-TERM SPECIAL

Score the area and enter the total

		POOR	FAIR	AVERAGE	GOOD	EXC	Score
WORK PERFORMANCE:	N/A	1	2	3	4	5	Total
KNOWLEDGE: Understanding of fundamentals, skill, methods and procedures required in present job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PLANNING: Development of methods and work habits to efficiently perform overall work load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
APPLICATION: Establishment of a team effort toward departmental goals and Objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACCURACY: Absence of mistakes and errors in job performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
THOROUGHNESS: Attention to details. Completes work assignments in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QUALITY: Overall quality of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QUANTITY: Overall quantity of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sub-Total:							
Comments:							
FACTORS AFFECTING JOB PERFORMANCE:	N/A	1	2	3	4	5	Total
ADAPTABILITY: Alteration of activities plans etc., to accommodate new situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ATTITUDE: Shows interest, enthusiasm and cooperation to achieve common goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COOPERATION: Working effectively with others to achieve common goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EXPRESSION: Written presentation of ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EXPRESSION: Oral presentation of ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INITIATIVE: Self-confident, Enthusiastic performance with a minimum of instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		POOR	FAIR	AVERAGE	GOOD	EXC	Score
	N/A	1	2	3	4	5	Total
FACTORS AFFECTING JOB PERFORMANCE:							
JUDGMENT: Sound judgment and opinion by careful study of available facts and options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RELIABILITY: Dependability instills full confidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL (maximum 85 points)							
Comments:							

NON-BARGAINING EMPLOYEE SCORES - (Divide the total by 17) - Total Score = $\div 17 =$ (overall)
 1.0 - 1.5 = Poor
 1.6 - 2.5 = Fair
 2.6 - 3.5 = Average
 3.6 - 4.5 = Good
 4.6 - 5.0 = Excellent

COMPLETE THIS SECTION FOR MANAGEMENT AND SUPERVISORY PERSONNEL

		POOR	FAIR	AVERAGE	GOOD	EXC	Score
	NA	1	2	3	4	5	Total
MANAGEMENT PERFORMANCE:							
ORGANIZATION: Ability to organize employees, department and operations. Maintain discipline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PERSONNEL SELECTION: Identify job-related Characteristics in prospective discipline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TRAINING: Development of personnel training methods in department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ECONOMY: Ability to control Cost –Optimum utilization of resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SAFETY: Orientation toward safety and health standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LEADERSHIP: Establishment of a team effort toward departmental goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COMMUNICATION: Ensuring that Personnel adequately informed about departmental issues concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL (maximum 120 points)							

MANAGEMENT/SUPERVISOR SCORES – (Divide the total by 24) - Total Score = $\div 24 =$ (overall)
 1.0 - 1.5 = Poor
 1.6 - 2.5 = Fair
 2.6 - 3.5 = Average
 3.6 - 4.5 = Good
 4.6 - 5.0 = Excellent

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 _____

OVERALL EVALUATION: POOR FAIR AVERAGE GOOD EXCELLENT

DIVISION DIRECTOR/DEPARTMENT HEAD COMMENTS: _____

DATE _____ SIGNATURE _____

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