City of RAMSEY

ANNUAL PERFORMANCE REVIEW

Employee Name:
Job Title:
Department:
Review Period:
Reviewed By:
Title of Reviewer:
This review is: ☐ Probationary ☐ Step Increase ☐ Annual

PART I: LIVING THE RAMSEY CORE VALUES

- ***Ethics and integrity:*** Practices high ethical standards and can be trusted.
- ***Fiscal responsibility:*** Works with attention to value, and properly manages budget.
- ***Cooperation and teamwork:*** Respectful and helpful to teammates, always.
- ***Open and honest communication:*** Actively provides and receives feedback, directly and candidly.
- ***Excellence and quality in the delivery of service:*** Achieves annual work goals and does high quality work.
- ***Treating people with respect & fairness:*** Treats people with courtesy, respect and fairness regardless of circumstances.
- ***Adaptability and Continuous Learning:*** Demonstrates flexibility to changing environments and is continuously open to learning, to be better prepared for the future.

1. Select up to three of the above core values that you believe this individual demonstrates particularly well. Provide specific examples for each.

2. Use this space as an area to provide feedback on one area of improvement as it relates to living the above values. Provide specific examples.

PART II: PERFORMANCE

1. In terms of overall performance please choose up to three areas of strength for this individual.

2. In terms of overall performance please choose one area of improvement for this individual. Provide specific examples

3. Specific professional development goals for the coming year.

4. Other helpful feedback to employee.

Overall Rating

Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations

I, the undersigned, acknowledge that I have received and reviewed the above document:

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Department Head's Signature: _____ **Date:** _____

City Administrator's Signature: _____ **Date:** _____