

TREMONTON CITY CORPORATION
PERFORMANCE EVALUATION

NAME OF EMPLOYEE: _____

DATE: _____ EMPLOYEE NO: _____

1. PERFORMANCE FACTORS

A. **Job Knowledge.** Consider the knowledge required to effectively perform job.

- | | | | |
|---|--------------------------|-----|---|
| 1 | <input type="checkbox"/> | 1 - | Inadequate knowledge of work |
| 2 | <input type="checkbox"/> | 2 - | Lacks knowledge of some phases of work |
| 3 | <input type="checkbox"/> | 3 - | Moderately informed; can answer most common questions |
| 4 | <input type="checkbox"/> | 4 - | Well informed; good working knowledge of work |
| 5 | <input type="checkbox"/> | 5 - | Has exceptionally thorough grasp of all phases of job |

Comments: _____

B. **Quality of Work.** Consider neatness and accuracy of work regardless of volume.

- | | | | |
|----|--------------------------|-----|---|
| 2 | <input type="checkbox"/> | 1 - | Work very poor |
| 4 | <input type="checkbox"/> | 2 - | Frequent errors |
| 6 | <input type="checkbox"/> | 3 - | Meets minimum requirements |
| 8 | <input type="checkbox"/> | 4 - | Very few errors; consistent |
| 10 | <input type="checkbox"/> | 5 - | Exceptionally accurate; practically no mistakes |

Comments: _____

C. Quantity of Work. Consider volume of work produced under normal conditions.

- 2 1 - Very slow worker; low volume
- 4 2 - Produces below what he/she can and should
- 6 3 - Volume of work is satisfactory
- 8 4 - Very industrious; does more than is required
- 10 5 - Superior work production record

Comments: _____

D. Alertness. Consider ability to grasp instructions, to meet changing conditions and to solve novel or problem situations.

- 1 1 - Slow to "catch on"
- 2 2 - Requires more than average instructions and explanations
- 3 3 - Grasps instructions with average ability
- 4 4 - Usually quick to understand and learn
- 5 5 - Exceptionally keen and alert

Comments: _____

E. Flexibility. Consider ability to do other types of work and the ease of making adjustments to new conditions.

- 1 1 - Considerable difficulty in making adjustments to new conditions
- 2 2 - Has some difficulty when shifted to new or different work
- 3 3 - Satisfactory on new or different work
- 4 4 - Likes to be given new and different work
- 5 5 - Highly flexible; can be used effectively on several types of work

Comments: _____

F. Punctuality and Attendance. Consider faithfulness in coming to work daily and conforming to work hours.

- | | | | |
|----|--------------------------|-----|---|
| 2 | <input type="checkbox"/> | 1 - | Often absent and/or frequently late for work |
| 4 | <input type="checkbox"/> | 2 - | Lax in attendance and/or reporting for work on time |
| 5 | <input type="checkbox"/> | 3 - | Usually present and on time |
| 6 | <input type="checkbox"/> | 4 - | Very prompt; regular in attendance |
| 10 | <input type="checkbox"/> | 5 - | Never absent or late; record is perfect |

Comments: _____

G. Housekeeping. Consider his/her concern for attention to neatness, cleanliness, orderliness, care of equipment, materials and supplies.

- | | | | |
|---|--------------------------|-----|--|
| 1 | <input type="checkbox"/> | 1 - | Disorderly and untidy |
| 2 | <input type="checkbox"/> | 2 - | Substandard; some tendency to be careless and untidy |
| 3 | <input type="checkbox"/> | 3 - | Uses moderate care in keeping area neat and orderly |
| 4 | <input type="checkbox"/> | 4 - | Quite conscientious of neatness and orderliness |
| 5 | <input type="checkbox"/> | 5 - | Exceptionally neat, clean and orderly |

Comments: _____

H. Safety. Consider work methods as they affect safety of self and others.

- | | | | |
|---|--------------------------|-----|--|
| 1 | <input type="checkbox"/> | 1 - | Careless of safety of self and others |
| 2 | <input type="checkbox"/> | 2 - | Occasionally causes mishaps |
| 3 | <input type="checkbox"/> | 3 - | Accepts safety as part of the job |
| 4 | <input type="checkbox"/> | 4 - | Practices good safety habits and is considerate of others |
| 5 | <input type="checkbox"/> | 5 - | Exercises great care and foresees hazards to self and others |

Comments: _____

I. Creativity and Initiative. Consider talent for discovering better ways of doing things and ability to plan work and proceed with job without being told every detail.

- | | | | |
|---|--------------------------|-----|---|
| 1 | <input type="checkbox"/> | 1 - | Rarely has new idea; performs routine only; lacks initiative |
| 2 | <input type="checkbox"/> | 2 - | Occasionally has new idea; rarely shows initiative |
| 3 | <input type="checkbox"/> | 3 - | Sometimes makes suggestions; occasionally shows initiative |
| 4 | <input type="checkbox"/> | 4 - | Frequently suggests new ways of doing things; progressive worker |
| 5 | <input type="checkbox"/> | 5 - | Initiative and creativeness results in frequent savings in time and money |

Comments: _____

J. Decision Making. Consider the extent to which the employee can be relied upon to make sound, logical decisions.

- | | | | |
|---|--------------------------|-----|---|
| 1 | <input type="checkbox"/> | 1 - | Makes poor decisions |
| 2 | <input type="checkbox"/> | 2 - | Frequently makes poor decisions |
| 3 | <input type="checkbox"/> | 3 - | Meets minimum requirements for decision making |
| 4 | <input type="checkbox"/> | 4 - | Exercises good judgment while making decisions |
| 5 | <input type="checkbox"/> | 5 - | Exceptionally adept to making difficult decisions |

Comments: _____

K. Policies and Procedures. Consider the extent to which the employee follows personnel and department policies and procedures.

- | | | | |
|---|--------------------------|-----|--|
| 1 | <input type="checkbox"/> | 1 - | Never follows personnel and department policies and procedures |
| 2 | <input type="checkbox"/> | 2 - | Sometimes follows personnel and department policies and procedures |
| 3 | <input type="checkbox"/> | 3 - | Frequently follows personnel and department policies and procedures |
| 4 | <input type="checkbox"/> | 4 - | Always follows personnel and department policies and procedures |
| 5 | <input type="checkbox"/> | 5 - | Always follows and helps other employees follow personnel and department policies and procedures |

Comments: _____

II PERSONALITY FACTORS

A. **Attitude and Cooperation.** Consider his/her feelings toward his/her work, company, and associates and his/her willingness to work with and for others.

- | | | | |
|---|--------------------------|-----|--|
| 1 | <input type="checkbox"/> | 1 - | Frequently causes unrest or friction in relation with others |
| 2 | <input type="checkbox"/> | 2 - | "Sparks" arguments at times; cooperates reluctantly |
| 3 | <input type="checkbox"/> | 3 - | Acceptable to group; meets minimum requirements |
| 4 | <input type="checkbox"/> | 4 - | Gets along well with others; has healthy attitude |
| 5 | <input type="checkbox"/> | 5 - | Goes out of his/her way to get along well; sets a good example |

Comments: _____

B. **Dependability.** Consider the manner in which he/she applies him/herself and his/her ability to do required jobs well with minimum supervision.

- | | | | |
|---|--------------------------|-----|--|
| 1 | <input type="checkbox"/> | 1 - | Requires close supervision; is unreliable |
| 2 | <input type="checkbox"/> | 2 - | Needs more checking than others for the same work |
| 3 | <input type="checkbox"/> | 3 - | Can be trusted to do a job with routine checks |
| 4 | <input type="checkbox"/> | 4 - | Applies him/herself well; requires little supervision |
| 5 | <input type="checkbox"/> | 5 - | Justifies utmost confidence; carries out his/her work in all details |

Comments: _____

C. **Drive.** Consider his/her desire to attain and achieve goals.

- | | | | |
|---|--------------------------|-----|---|
| 1 | <input type="checkbox"/> | 1 - | Has poorly defined goals and acts without purpose; puts forth practically no effort |
| 2 | <input type="checkbox"/> | 2 - | Sets goals too low; puts forth little effort to achieve |
| 3 | <input type="checkbox"/> | 3 - | Has average goals and usually puts forth effort to reach them |
| 4 | <input type="checkbox"/> | 4 - | Strives hard; has high desire to achieve |
| 5 | <input type="checkbox"/> | 5 - | Thrives under pressure; enjoys solving a crisis |

Comments: _____

D. Stability. Consider his/her ability to withstand pressures and remain calm in crisis situations.

- | | | | |
|---|--------------------------|-----|--|
| 1 | <input type="checkbox"/> | 1 - | Goes to pieces under pressure; is jumpy and nervous |
| 2 | <input type="checkbox"/> | 2 - | Occasionally blows up under pressure; is easily irritated |
| 3 | <input type="checkbox"/> | 3 - | Has average tolerance for crisis; usually remains calm |
| 4 | <input type="checkbox"/> | 4 - | Tolerates most pressure; reacts to crisis better than most |
| 5 | <input type="checkbox"/> | 5 - | Thrives under pressure; enjoys solving a crisis |

Comments: _____

E. Friendliness and Courtesy. Consider the sociability and warmth he/she imparts towards the general public.

- | | | | |
|---|--------------------------|-----|---|
| 1 | <input type="checkbox"/> | 1 - | Very distant and aloof and/or blunt; antagonistic; discourteous |
| 2 | <input type="checkbox"/> | 2 - | Approachable; friendly once known by others and sometimes tactless |
| 3 | <input type="checkbox"/> | 3 - | Warm, friendly, sociable and/or agreeable and pleasant |
| 4 | <input type="checkbox"/> | 4 - | Very sociable and outgoing and/or always polite and willing to help |
| 5 | <input type="checkbox"/> | 5 - | Extremely sociable; excellent at establishing good will and/or inspiring to others in being courteous and very pleasant |

Comments: _____

F. Customer Service. Consider the extent to which the employee recognizes the importance of customer satisfaction by providing the general public, staff and other City personnel with prompt and accurate information in a respectful and helpful manner.

- | | | | |
|---|--------------------------|-----|--|
| 1 | <input type="checkbox"/> | 1 - | Very poor customer service |
| 2 | <input type="checkbox"/> | 2 - | Inconsistent in providing customer service |
| 3 | <input type="checkbox"/> | 3 - | Meets the requirement of customer service |
| 4 | <input type="checkbox"/> | 4 - | Provides good customer service |
| 5 | <input type="checkbox"/> | 5 - | Provides exceptional customer service |

Comments: _____

III SUPERVISORY PERFORMANCE

A. Manages Employees. Consider the extent to which the supervisor manages and develops employees effectively (*Check all that apply*).

- 2 1 - Provides ongoing real-time feedback
- 2 2 - Promotes professional development of employees
- 2 3 - Documents disciplinary actions appropriately and develops corrective action plans when needed

Comments: _____

B. Fiscal Responsibility. Uses fiscal resources in a responsible manner and manages department budget without exceeding the overall budget (*Check all that apply*).

- 2 1 - Follows the purchasing policy
- 2 2 - Manages department budget without exceeding the overall budget

Comments: _____

IV MERIT RATING

A. Score. Tally point values and check appropriate box:

Rating for Employees
<input type="checkbox"/> Poor (59 and below)
<input type="checkbox"/> Fair (60 – 69)
<input type="checkbox"/> Good (70 – 79)
<input type="checkbox"/> Above Average (80 – 89)
<input type="checkbox"/> Excellent (90 – 100)

Rating for Supervisors
<input type="checkbox"/> Poor (69 and below)
<input type="checkbox"/> Fair (70 – 79)
<input type="checkbox"/> Good (80 – 89)
<input type="checkbox"/> Above Average (90 – 99)
<input type="checkbox"/> Excellent (100 – 110)

B. Performance Status. Rate the employee's performance status:

Improving

Same as before

Getting worse

Comments: _____

C. Goals/Development Areas/Training. List several goals and/or development areas and/or training that you would like to see occur during the upcoming year.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____