

EMPLOYEE EVALUATION

Name: _____

DATE: _____

Job Title: _____

MARK WITH AN "X"

I. Interest

A. Shows interest in work duties:
The degree to which the employee is concerned or curious about his/her job and work duties

Please check one

Outstanding	Above Average	Satisfactory	Below Average	Unsatisfactory	Does Not Apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Voluntarily Tries to Improve:
The degree to which the employee seeks to better himself/herself or become more valuable to the organization.

Please check one

Outstanding	Above Average	Satisfactory	Below Average	Unsatisfactory	Does Not Apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Exercises Good Judgment:
The degree to which the employee uses common sense and thought in making day to day judgments. Are the judgments sound and workable?

Please check one

Outstanding	Above Average	Satisfactory	Below Average	Unsatisfactory	Does Not Apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Offers Suggestions: The degree to which the employee offers suggestions on improving work duties, procedures or operations within the City government.

Please check one

Outstanding	Above Average	Satisfactory	Below Average	Unsatisfactory	Does Not Apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. Quality of Work

A. Industrious and Active: The degree to which the employee is characterized as earnest, diligent, and hard working.

Please check one

Outstanding	Above Average	Satisfactory	Below Average	Unsatisfactory	Does Not Apply
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Organizes Time Well: The degree to which the employee uses time in an orderly manner not wasting time throughout the work day.

Please check one

Does Not Apply	Unsatisfactory	Below Average	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Complete and Thorough: The degree to which the employee's work is complete, exact and well organized throughout the completion of the assigned job duties.

Please check one

Does Not Apply	Unsatisfactory	Below Average	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Cooperates with Fellow Employees: The degree to which the employee works well and offers assistance to fellow employees.

Please check one

Does Not Apply	Unsatisfactory	Below Average	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Cooperates with Supervisor: The degree to which the employee follows instruction from his/her supervisor and offers assistance from time to time.

Please check one

Does Not Apply	Unsatisfactory	Below Average	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Works Without Supervision: The degree to which the employee can perform work duties without constant supervision. Can the supervisor instruct the employee to perform a task knowing it will be complete according to prescribed procedures?

Please check one

Does Not Apply	Unsatisfactory	Below Average	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G: Punctual in Work: The degree to which the employee's work is prompt and completed on time. Does it take the employee longer than necessary to complete the assigned tasks?

Please check one

Does Not Apply	Unsatisfactory	Below Average	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Job Knowledge

A. Proper Care and Use of Equipment: The degree to which the employee takes responsibility for equipment which is assigned to him/her. Does the employee operate, maintain and respect the equipment he/she uses in performing job duties?

Please check one

Does Not Apply	Unsatisfactory	Below Average	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Safety Conscious: The degree to which the employee is aware, concerned, and practices safety techniques.

Please check one

Does Not Apply	Unsatisfactory	Below Average	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Improved Job Knowledge by Taking Additional Training - Schooling: The degree to which the employee has sought to improve his/her job knowledge through outside training programs or schooling.

Please check one

Does Not Apply	Unsatisfactory	Below Average	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. Work Adaptability

A. Courteous With Citizens: The degree to which the employee is helpful, courteous, honest and uses tact when working with the public. Does the employee project a good public image to the Citizens of

Please check one

Does Not Apply	Unsatisfactory	Below Average	Satisfactory	Above Average	Outstanding
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Appearance (Neat and Clean): The degree to which the employee's appearance is presentable to the public and co-workers, yet acceptable to their work duties.

Does Not Apply
Unsatisfactory
Below Average
Satisfactory
Above Average
Outstanding

Please check one

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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C. Loyal to Department Goals: The degree to which the employee is committed and dedicated to the goals of the department.

Does Not Apply
Unsatisfactory
Below Average
Satisfactory
Above Average
Outstanding

Please check one

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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D. Follows Rules and Regulations of Organization: The degree to which the employee follows the standard procedures of the department and the policies established in the Personnel Manual. Does the employee constantly complain about the salary schedule, fringe benefits, or other conditions of employment with the City of ?

Does Not Apply
Unsatisfactory
Below Average
Satisfactory
Above Average
Outstanding

Please check one

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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E. Attendance and Tardiness Record: The degree to which the employee is punctual in getting to work on time and the rate of absenteeism both excused and not excused.

Does Not Apply
Unsatisfactory
Below Average
Satisfactory
Above Average
Outstanding

Please check one

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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x

Totals

Outstanding
Above Average
Satisfactory
Below Average
Unsatisfactory
Does Not Apply

0
0
0
0
0
0
0

Times 5 =
Times 4 =
Times 3 =
Times 2 =
Times 1 =

0
0
0
0
0

Total number of questions:

0

Total
Divided By # of /
Equals Average

0
0
#DIV/0!

Comments by the Employee:

Comments by the Evaluator:

Note-Worthy Suggestions or Actions by This Employee:

New Skills Learned - Training/Schooling:

V. Overall I Would Rank This Employee:

The Evaluator after reviewing the employee's performance in items 1 through 4 and also including any additional criteria established by the Evaluator will rank the employee. An Evaluator, at his/her discretion, may recommend to the City Administrator that the employee be denied a merit increase due to poor job performance.

Overall, this employee shall be ranked as:

Please Check one of the following:

Outstanding	<input type="checkbox"/>
Above Average	<input type="checkbox"/>
Satisfactory	<input type="checkbox"/>
Below Average	<input type="checkbox"/>
Unsatisfactory	<input type="checkbox"/>

Employee Signature

Date

Department Head Signature

Date

Co-evaluator Signature

Date