

# City of Truth or Consequences

## Non-Supervisory Employee Performance Appraisal

Employee Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Employee/Payroll Number \_\_\_\_\_

Reason for Review:       Annual       Promotion       Unsatisfactory Performance  
                                   Merit       End Probation Period       Other \_\_\_\_\_

Date employee began present position \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of last appraisal \_\_\_\_/\_\_\_\_/\_\_\_\_      Next scheduled appraisal \_\_\_\_/\_\_\_\_/\_\_\_\_

**INSTRUCTIONS** – Carefully evaluate employee’s work performance in relation to current job requirement. Check box to indicate the employee’s performance. See below for definition of terms. Indicate N/A if not applicable.

### **RATING IDENTIFICATION**

- Exceeds Requirements – Work performance consistently **exceeds** the requirements of the position.  
 Meets Requirements – Work performance consistently **meets** the requirements of the position.  
 Improvement Needed – Work performance is **inadequate** to the requirements fo the position. Immediate improvement is mandatory.

GENERAL FACTORS	RATING	SUPPORTIVE DETAILS OR COMMENTS
1. <b>Safety</b> – Attitude towards job safety, observance of safety policies, safe operation of city vehicles and equipment, and general good housekeeping habits.	E <input type="checkbox"/>	_____
	M <input type="checkbox"/>	_____
	I <input type="checkbox"/>	_____
2. <b>Interaction Skills</b> – The demonstration of work, cooperation, and communication with coworkers and with the public.	E <input type="checkbox"/>	_____
	M <input type="checkbox"/>	_____
	I <input type="checkbox"/>	_____
3. <b>Initiative</b> – The degree to which an employee seeks ways to complete assignments with minimum supervision.	E <input type="checkbox"/>	_____
	M <input type="checkbox"/>	_____
	I <input type="checkbox"/>	_____
4. <b>Work Quality</b> – The accuracy, thoroughness and detail of work performed.	E <input type="checkbox"/>	_____
	M <input type="checkbox"/>	_____
	I <input type="checkbox"/>	_____
5. <b>Productivity</b> – Effectiveness in completing required work assignments.	E <input type="checkbox"/>	_____
	M <input type="checkbox"/>	_____
	I <input type="checkbox"/>	_____

GENERAL FACTORS	RATING	SUPPORTIVE DETAILS OR COMMENTS
6. <b>Job Knowledge</b> – Understanding of basic fundamentals and job procedures.	E <input type="checkbox"/> M <input type="checkbox"/> I <input type="checkbox"/>	_____ _____ _____
7. <b>Dependability</b> – The degree to which an employee can be relied upon to complete a job or task.	E <input type="checkbox"/> M <input type="checkbox"/> I <input type="checkbox"/>	_____ _____ _____
8. <b>Attendance</b> – The degree to which an employee is prompt and follows rules regarding working hours.	E <input type="checkbox"/> M <input type="checkbox"/> I <input type="checkbox"/>	_____ _____ _____
9. <b>Adherence to policy</b> – The degree to which an employee follows conduct rules and other City regulations.	E <input type="checkbox"/> M <input type="checkbox"/> I <input type="checkbox"/>	_____ _____ _____

Complete all of the following sections.

1. Accomplishments or new abilities demonstrated since last review. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Specific areas of improvement needed. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Recommendations for professional development (seminars, training, schooling, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Rate employees overall performance in comparison to position specifications. (check one)

Exceeds Requirements       Meets Requirements       Improvement Needed

Comments:\* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*If more space is required, attach separate sheet.

Discussed with individual on \_\_\_\_/\_\_\_\_/\_\_\_\_ Employee's Signature\*\* \_\_\_\_\_

Follow-up requested/desired \_\_\_\_ Yes \_\_\_\_ No      Follow-up Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Human Resources Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*Employee's signature acknowledges receipt of this evaluation; it does not indicate agreement. If employee disagrees with the appraisal, he/she may attach comments.