



Performance And Goal Evaluation

Reason for Evaluation:

- Annual, based on Classification Date
- Prior to Probation (or Probation Extension) End Date
- Close-out before promotion/demotion/transfer
- Interim, to document performance or behavior concerns

Employee's Name:		Position Title:	
Period covered by this evaluation:	From:	To:	
Supervisor preparing this evaluation:		Date prepared:	
Manager reviewing this evaluation:		Date reviewed:	
Director reviewing this evaluation:		Date reviewed:	

1. Initiative —Demonstrates initiative, motivation and enthusiasm with respect to own work, shared responsibilities, and professional development.	<input type="checkbox"/> Meets expectations <input type="checkbox"/> Consistently exceeds expectations <input type="checkbox"/> Fails to meet minimum standards <input type="checkbox"/> Requires Improvement in the following way(s):
	Comments:
	Future Goals / Plan for improvement:
2. Work Product —Produces the quantity and quality of work product that is expected of the position. Uses work time effectively. Possesses adequate job-related knowledge and skills.	<input type="checkbox"/> Meets expectations <input type="checkbox"/> Consistently exceeds expectations <input type="checkbox"/> Fails to meet minimum standards <input type="checkbox"/> Requires Improvement in the following way(s):
	Comments:
	Future Goals / Plan for improvement:
3. Work Rules —Reliably adheres to Personnel Policies and Work Rules, Standard Operating Procedures and other applicable rules including safe working practices.	<input type="checkbox"/> Meets expectations <input type="checkbox"/> Consistently exceeds expectations <input type="checkbox"/> Fails to meet minimum standards <input type="checkbox"/> Requires Improvement in the following way(s):
	Comments:
	Future Goals / Plan for improvement:
4. Communication —Uses appropriate & effective communication skills – verbal, written, listening, comprehension, presentation. Provides follow-up & feedback.	<input type="checkbox"/> Meets expectations <input type="checkbox"/> Consistently exceeds expectations <input type="checkbox"/> Fails to meet minimum standards <input type="checkbox"/> Requires Improvement in the following way(s):
	Comments:
	Future Goals / Plan for improvement:
5. Judgment —Exercises discretion, good judgment and uses common sense. Makes insightful, thoughtful, accurate and thorough decisions.	<input type="checkbox"/> Meets expectations <input type="checkbox"/> Consistently exceeds expectations <input type="checkbox"/> Fails to meet minimum standards <input type="checkbox"/> Requires Improvement in the following way(s):
	Comments:
	Future Goals / Plan for improvement:
6. Professional Relationships —Develops and maintains productive, pleasant, cooperative and diplomatic relationships with constituents, citizens, co-workers, management and others.	<input type="checkbox"/> Meets expectations <input type="checkbox"/> Consistently exceeds expectations <input type="checkbox"/> Fails to meet minimum standards <input type="checkbox"/> Requires Improvement in the following way(s):
	Comments:
	Future Goals / Plan for improvement:

<i>Employee's Name:</i>	<i>Position Title:</i>
<i>Period covered by this evaluation: From:</i>	<i>To:</i>

7. Resources—Conscientiously and consistently conserves City resources, including using City staff and contractors appropriately and effectively.

- Meets expectations
 Consistently exceeds expectations
 Fails to meet minimum standards
 Requires Improvement *in the following way(s):*

Comments:
Future Goals / Plan for improvement:

8. Strategic Plan—Supports City vision, mission and value statements. Works to implement strategic planning initiatives.

- Meets expectations
 Consistently exceeds expectations
 Fails to meet minimum standards
 Requires Improvement *in the following way(s):*

Comments:
Future Goals / Plan for improvement:

Overall Rating:
 Consistently exceeds expectations
 Meets expectations
 Requires improvement
 Fails to meet minimum standards

For End of Probation Evaluations:
 Probation completed successfully
 Extension of Probation recommended (indicate reasons in "Comments" section)
 Demonstrated performance/behavior indicates employee is unlikely to be successful in this position

Successes and Accomplishments *List achievements enjoyed during this period:*

Areas Requiring Improvement *List areas that require attention and remedy:*

Development & Training, Opportunities, and Goals *List what should be accomplished in the coming months, including time frames and metrics. Include unaccomplished items from the former period that remain relevant.*

Comments & Acknowledgement *An employee's signature below acknowledges that the items on this form have been discussed between employee and supervisor and that they mutually agree on goals and improvement outlined herein. If the employee should disagree with any rating or item written above, please specify the issue and indicate why. Also, include below any other comments or issues relevant to performance for this period.*

Signature of Employee

Signature of Preparing Supervisor

Signature of Reviewing Manager

Signature of Reviewing Director

Date signed

Date signed

Date signed

Date signed

Original: Forward to HR for the Employee's Personnel File
Copy: Department Supervisor File

DISCUSSION LOG

Employee:



<i>Date discussed with employee</i>	Successes and Accomplishments:

<i>Date discussed with employee</i>	Areas Requiring Improvement: