

Employee and Leads Performance Appraisal

Employee Information

Employee Name: <input type="text"/>	Employee ID: <input type="text"/>
Job Title: <input type="text"/>	Employment Status: <input type="text"/>
Current Appt Date: <input type="text"/>	Original Hire Date: <input type="text"/>
Department: <input type="text"/>	Division: <input type="text"/>
Supervisor Name: <input type="text"/>	Supervisor Title: <input type="text"/>
Location/Facility: <input type="text"/>	

Appraisal Process Information

Appraisal Type: Annual Probation

Rating Scale Definition

Exceeds Expectations (EE): Exceeds the expectation in this area by displaying a willingness to go above and beyond in order to make a substantial difference in the work produced.

Meets Expectations (ME): Consistently meets expectations in this area by exhibiting high performance, good productivity, quality work, and valued-added performance.

Needs Improvement (NI): Does not consistently demonstrate comprehension and required skills in this area. Performance must be immediately improved on a sustained basis.

Core Competencies

All City employees are evaluated on the following "Core" competencies. For any competencies that are rated as "Needs Improvement" (NI), comments are required to elaborate on the ways that the employee should be improving his/her performance.

Competency: Communication

Competency	Ratings Scale		
	EE	ME	NI
Communicates effectively and appropriately with customers and colleagues, selecting the right tone for the situation and audience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shows genuine sensitivity to the needs, feelings, and capabilities of other people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Uses good judgment as to what to communicate and to whom, as well as the best way to get that accomplished. Avoids speaking, writing, or behaving in ways that could be perceived as disrespectful.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Provide comments about the Communication competency below:

Comments:



Competency: Customer Focus

	Ratings Scale		
Competency	EE	ME	NI
Demonstrates an attitude of dedication and respect towards the City and its' customers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consistently represents the City in a professional manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identifies and respects customer needs and expectations and responds to him/her in a timely and effective manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Provide comments about the Customer Focus competency below:

Comments:



Competency: Dependability

	Ratings Scale		
Competency	EE	ME	NI
Proves to be reliable, honest, punctual and well-prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follows through on commitments to others and establishes a pattern of meeting reasonable deadlines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes initiative and accepts responsibility for his/her work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Provide comments about the Dependability competency below:

Comments:



Competency: Integrity

Competency	Ratings Scale		
	EE	ME	NI
Is honest and treats everyone in a manner that demonstrates fairness and consistency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Serves as a positive example of why others should trust the operations of the City.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Builds and maintains trust with members of his or her team, as well as with customers outside the team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Provide comments about the Integrity competency below:

Comments:



Job Competencies

The "Job" competencies are based on an employee's level of authority with the City. These competencies are broad descriptions of the skills required of the position.

Competency: Technical Skills and Knowledge

Competency	Ratings Scale		
	EE	ME	NI
Possesses the knowledge and skill required to successfully perform essential tasks in an efficient and effective manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates the ability to use appropriate tools (e.g., equipment, software, and systems) connected to the essential functions of the job and the ability to learn and adapt to new tools.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Displays an appropriate level of concern for safety factors and acts accordingly to mitigate risks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Provide comments about the Technical Skills and Knowledge competency below:

Comments:



Competency: Teamwork

Competency	Ratings Scale		
	EE	ME	NI
Is an effective team player who adds complementary skills and contributes valuable ideas, opinions, and feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognizes impact to team, shows willingness to help colleagues, and/or cross-trains, when needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works effectively with coworkers and carries own share of team workload.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Provide comments about the Teamwork competency below:

Comments:



Competency: Productivity/Efficiency

Competency	Ratings Scale		
	EE	ME	NI
Has successfully combined skills, ability, and effort level to ensure expectations related to results and productivity are achieved.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensures quality does not suffer as the quantity of work increases.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Produces work that is high-quality, accurate, and demonstrates attention to detail.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Provide comments about the Productivity/Efficiency competency below:

Comments:



Competency: Solving Problems

Competency	Ratings Scale		
	EE	ME	NI
Takes a proactive approach to anticipating and preventing problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognizes when problems occur, investigates obstacles, gathers relevant information, generates alternate solutions and arrives at a workable solution, consulting with supervisor as appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remains composed, focused, and confident when handling sensitive or difficult issues/problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Provide comments about the Solving Problems competency below:

Comments:

Competency: Managing Multiple Priorities

Competency	Ratings Scale		
	EE	ME	NI
Prioritizes tasks and manages time to ensure that deadlines are met.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manages each stage of a project or assignment to ensure commitments are met in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Readily accepts new responsibilities and assignments and adapts well to changes in procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consults with supervisor when necessary to balance competing priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Provide comments about the Managing Multiple Priorities competency below:

Comments:

OVERALL APPRAISAL SCORE

Rating: Not Rated

GOALS


Goals should be **SMART**:

- S - Specific** | Goals should be clearly stated and specific
- M - Measurable** | Goals should have concrete, measurable criteria
- A - Achievable** | Goals should be challenging, yet well-defined to be achievable
- R - Realistic** | Goals should be relevant to defined responsibilities and performance
- T - Time-based** | Goals should have a time frame associated with them

Past Goals

Goals From Past Appraisal

Title:



Completed:

Due:

Measurement:

Accomplishment:

 Add Past Goal

ABC  

New Goals

Goals For Upcoming Appraisal


Title:



Start: **Due:**

Measurement:

Title:



Start: **Due:**

Measurement:

Measurement:

 Add New Goal

ABC ✓

Performance Development Plan

A performance development plan can be used to indicate areas of improvement and/or career enhancement and development. Either way, it is important for supervisors to recommend specific actions for the employee to take.

Development Objectives

Title: Due:

Competency:

Select

 Add Development Plan

ABC ✓ 

Manager's Comments

ABC ✓ 

Employee's Comments

- I agree with this appraisal
- I do not agree with this appraisal

ABC ✓ 