

**EMPLOYEE PERFORMANCE EVALUATION**

# EMPLOYEE INFORMATION

NAME *(Last, First, Middle Initial)* \_\_\_

POSITION SUPERVISOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERIOD OF EVALUATION (

# EVALUATION OF PERFORMANCE

**RATING SCALE**

The following rating scale is provided to ensure consistency in the job performance expectations of the Flint Hill Fire Department and to assist in assigning the most appropriate measurement of an employee’s performance. The factors considered are quantity, quality, timeliness, and/or creativity applicable to the employees’ position during the rating period.

**Unsatisfactory (U) –** Performance had too many errors or problems. Performance did not meet the expectations for the position. If there was a previous **Improvement Expected** rating, little or no improvements have been noted. Performance at this level hurt the work unit’s ability to accomplish its purpose.

**Improvement Expected (I) –** Performance was inconsistent. Performance did not meet the expectations for the position on a regular basis. If improvement to the **Successful** level is not demonstrated, performance at this level will be considered **Unsatisfactory**.

**Successful (S) –** Performance met expectations. The employee performed the job in the proper manner, with little or no problems, on a regular basis, and with minimal supervision.

**Highly Successful (H) –** Performance often exceeded expectations. This employee not only got the job done, but regularly went above and beyond what was expected.

**Outstanding (O) –** Performance consistently exceeded expectations. This performance can best be described as rare and unusual with respect to what an employee put into a job during a rating period.

1. **QUALITY OF WORK** *Consider the quality of work performed and the promptness with which it was complete.*

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| --- | --- |
| Comments: | Rating |

1. **PRODUCTIVITY** *Consider the ability to produce a quantity of acceptable work which meets department standards.*

|  |  |
| --- | --- |
| Comments: | Rating |

1. **JOB KNOWLEDGE** *Consider the knowledge of present job, of other work closely related to it, and of the equipment necessary to perform job functions.*

|  |  |
| --- | --- |
| Comments: | Rating |

1. **RELIABILITY AND DEPENDABILITY** *Consider the amount of supervision required and job performance regarding timely completion and follow-up.*

|  |  |
| --- | --- |
| Comments: | Rating |

1. **ATTENDANCE** *Consider overall attendance record and punctuality.*

|  |  |
| --- | --- |
| Comments: | Rating |

1. **INITIATIVE** *Consider the extent to which new work assignments and additional duties are sought out when necessary.*

|  |  |
| --- | --- |
| Comments: | Rating |

1. **CREATIVITY** *Consider the ability to offer suggestions and propose new and creative ideas and solutions to working situations.*

|  |  |
| --- | --- |
| Comments: | Rating |

1. **WORKING RELATIONSHIPS** *Consider the willingness to work with and help others, the ability to accept constructive criticism, and cooperate with fellow employees and supervisors.*

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| --- | --- |
| Comments: | Rating |

1. **ADHERENCE TO POLICIES** *Consider overall compliance with policies and procedures concerning safety, dress code, conduct, department operations (emergency and routine), and others applicable to employees’ position.*

|  |  |
| --- | --- |
| Comments: | Rating |

1. **OTHER** *Consider other job specific factors related to overall performance*

|  |  |
| --- | --- |
| Comments: | Rating |

# OVERALL EVALUATION

**OVERALL PERFORMANCE RATING**:

**SUMMARY OF PERFORMANCE/SUPERVISOR COMMENTS**

*Provide a summary of the employee’s performance during the review period along with any supervisor’s comments.*

# GOALS/DEVELOPMENT PLAN FOR NEXT REVIEW PERIOD

*State the department’s expectations of the employee during the next review period. Based on the needs of the department and the goals of the employee describe, in detail, a plan for the employee to meet the expectations. Specify projects that must be completed or issues that must be resolved. Identify how goals can be accomplished (i.e., on-the-job training, project assignment, etc.).*

# EMPLOYEE COMMENTS

*The employee is invited to express his/her opinion on the evaluation and attach additional sheets if necessary.*

# ACKNOWLEDGEMENTS

The signature of the employee indicates the evaluation has been reviewed with the employee. It does not indicate

agreement with the supervisor’s evaluation. The employee has the right to express his/her opinion on the evaluation in the section provided above.

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**Employee Signature Date**

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**Supervisor Signature Date**