

CITY OF BELLBROOK

PERFORMANCE EVALUATION FORM

EMPLOYEE NAME	DEPARTMENT	DATE
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INSTRUCTIONS
 Use the performance factors below to rate the employee’s performance and aid in providing consistent and objective feedback. Use the below scale for rating purposes.

5 = Outstanding – Consistently meets and often exceeds all relevant performance standards
4 = Exceeds Standards – Consistently meets and sometimes exceeds all relevant performance standards
3 = Meets Standards – Meets all relevant performance standards for someone with the employee’s tenure
2 = Needs Improvement – Sometimes meets performance standards, leaves significant room for improvement
1 = Unsatisfactory – Consistently falls short of performance standards

JOB KNOWLEDGE AND SKILLS	1	2	2.5	3	3.5	4	5
JOB KNOWLEDGE AND SKILLS – The extent to which the employee possesses the knowledge or skills to perform the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
COMPREHENSION – The ability to grasp instructions; exhibits professional growth; ability to learn and apply new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
INITIATIVE – Resourcefulness; versatility; originality; ability to conceive and carry out program improvements; self-starting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
PROBLEM SOLVING – Identifies challenges, secures relevant information, and suggests or implements reasonable solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
COMMUNICATION SKILLS – Organizes thoughts and effectively expresses them verbally or in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							

WORK PRODUCT	1	2	2.5	3	3.5	4	5
QUANTITY OF WORK –Meets goals and objectives in a timely manner with consideration of multiple tasks and deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
QUALITY OF WORK – Demonstrates accuracy, thoroughness, and professional or technical proficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							

INTERPERSONAL RELATIONS	1	2	2.5	3	3.5	4	5
GETTING ALONG WITH FELLOW EMPLOYEES – Establishes and maintains effective relationships; exhibits tact and consideration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							

PUBLIC RELATIONS – Interacts with others in a professional manner; promotes a positive and professional public image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
LOYALTY – The ability to be trustworthy and supportive; dedicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
ATTITUDE – Displays a positive outlook and pleasant manner toward the City of Bellbrook, coworkers, and the type of work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							

WORK HABITS	1	2	2.5	3	3.5	4	5
DEPENDABILITY – Works steadily and effectively; follows instructions and responds to management direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
TIME MANAGEMENT – Prioritizes and plans work activities; uses time efficiently; limits non-work related items and conversations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
OBSERVANCE OF RULES AND PROCEDURES – Knowledgeable and compliant in regard to department rules and procedures	<input type="checkbox"/> Acceptable			<input type="checkbox"/> Unacceptable			
Comments:							
OPERATION AND CARE OF CITY EQUIPMENT/PROPERTY – Operates, cares for, and uses City equipment/property properly	<input type="checkbox"/> Acceptable			<input type="checkbox"/> Unacceptable			
Comments:							
HOUSEKEEPING – The orderliness and cleanliness in which an employee keeps work area and/or vehicle	<input type="checkbox"/> Acceptable			<input type="checkbox"/> Unacceptable			
Comments:							
OBSERVANCE OF WORK HOURS – Punctuality in observing established work schedule, rest breaks, and lunch periods	<input type="checkbox"/> Acceptable			<input type="checkbox"/> Unacceptable			
Comments:							

OVERALL EVALUATION	1	2	2.5	3	3.5	4	5
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUPERVISORY/MANAGEMENT PERSONNEL	1	2	2.5	3	3.5	4	5
SUPERVISORY SKILLS – Gives appropriate direction to subordinates; develops subordinates’ skills and encourages growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
EVALUATING PERFORMANCE – Provides regular performance feedback and assists in correcting deficiencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							

ORGANIZATIONAL LEADERSHIP – Leads and motivates others; promotes departmental and organizational goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							

EMPLOYEE GOALS (ATTACH ADDITIONAL PAGES IF NECESSARY)

GOAL #1
GOAL #2
GOAL #3
GOAL #4
GOAL #5

I have reviewed this evaluation and discussed the contents with my supervisor. I acknowledge that I have been advised of my performance status, which does not necessarily imply that I agree with the evaluation.

Employee	_____	Date _____
Immediate Supervisor	_____	Date _____
Department Director	_____	Date _____
City Manager	_____	Date _____