

**DEERFIELD TOWNSHIP  
PERFORMANCE EVALUATION REPORT**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Job Title & Department \_\_\_\_\_

**INSTRUCTIONS:**

Use the below performance factors to rate the employee's performance and aid in providing consistent and objective feedback regarding organizational expectations. Use the below scale for rating purposes. The gradations within each adjectival rating(except *unacceptable and outstanding*) act as a measuring stick and enable the rater to describe the degree of performance within the rating more accurately.

**1 = Unacceptable      2 = Needs Improvement      3 = Meets Standards      4 = Exceeds Job Standards      5 = Outstanding**

<b>JOB KNOWLEDGE AND SKILLS</b>	<b>1</b>	<b>2</b>	<b>2.5</b>	<b>3</b>	<b>3.5</b>	<b>4</b>	<b>5</b>
<b>JOB KNOWLEDGE AND SKILLS</b> – The extent to which the employee possesses the knowledge or skill 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:							
<b>COMPREHENSION</b> – The ability to grasp instructions; exhibits professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
<b>INITIATIVE</b> – 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:							
<b>PROBLEM SOLVING</b> – 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:							
<b>COMMUNICATION SKILLS</b> – 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:							
<b>WORK PRODUCT</b>	<b>1</b>	<b>2</b>	<b>2.5</b>	<b>3</b>	<b>3.5</b>	<b>4</b>	<b>5</b>
<b>QUANTITY OF WORK</b> – Work accomplished to meet 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:							
<b>QUALITY OF WORK</b> – Completion of work, with consideration of accuracy 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:							
<b>INTERPERSONAL RELATIONS</b>	<b>1</b>	<b>2</b>	<b>2.5</b>	<b>3</b>	<b>3.5</b>	<b>4</b>	<b>5</b>
<b>GETTING ALONG WITH FELLOW EMPLOYEES</b> – Willingly cooperates with other employees when the job requires it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
<b>PUBLIC RELATIONS</b> – Interacts with others in a proper and professional manner; promotes positive and professional public image and relationship with community and coworkers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
<b>LOYALTY</b> – 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:							
<b>WORK HABITS</b>	<b>1</b>	<b>2</b>	<b>2.5</b>	<b>3</b>	<b>3.5</b>	<b>4</b>	<b>5</b>
<b>OBSERVANCE OF WORK HOURS</b> – Punctuality in observing established work schedule, rest breaks and lunch periods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
<b>DEPENDABILITY</b> – Degree to which employee can be relied upon to work steadily and effectively; punctuality; regularity of attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							

<b>OBSERVANCE OF RULES AND PROCEDURES</b> – Employee is knowledgeable and compliant in regard to established office procedures and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
<b>TIME MANAGEMENT</b> – The ability to utilize time well for work projects; limiting 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:							
<b>ATTITUDE</b> – The approach an employee takes toward the Township, coworkers, or the type of work the employee performs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
<b>OPERATION AND CARE OF TWP EQUIPEMENT/PROPERTY</b> – The manner in which an employee operates, cares for, and uses Twp. equipment/property; attention to safety procedures and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
<b>HOUSEKEEPING</b> – The orderliness and cleanliness in which an employee keeps work area and/or vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							

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

<b>SUPERVISORY/MANAGEMENT ABILITY</b> <b>This section applies to supervisory and management personnel only.</b>	<b>1</b>	<b>2</b>	<b>2.5</b>	<b>3</b>	<b>3.5</b>	<b>4</b>	<b>5</b>
<b>SUPERVISORY SKILLS</b> – Gives appropriate direction to subordinates to effectively accomplish the work of the department/division.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:							
<b>EVALUATING PERFORMANCE</b> – Accurately and timely evaluates performance of subordinates, documents observations, 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:							
<b>ORGANIZATIONAL LEADERSHIP</b> – 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:							

A copy of this Report has been given to me and discussed with me. By signing this appraisal, I am not indicating my agreement or disagreement with its contents.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewing Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

**Employee Goals (attach additional pages as necessary):**

Goal #1

Goal #2

Goal #3

Additional Comments:

*Recommendation and goals approved:*

Administrator \_\_\_\_\_ Date \_\_\_\_\_