

MIAMI TOWNSHIP
 PERFORMANCE EVALUATION REPORT
 FOR EXEMPT HOURLY EMPLOYEES

EMPLOYEE NAME: _____ DEPARTMENT: _____

POSITION: _____ DATE: _____

SECTION 1: PERFORMANCE RATING FACTORS

	SUPERIOR	SATIS- FACTORY	NEEDS WORK	DEFICIENT
PUNCTUALITY				
ATTENDANCE				
APPEARANCE				
COMPLIANCE WITH RULES				
PUBLIC CONTACT				
EMPLOYEE RELATIONS				
KNOWLEDGE OF WORK				
WORK JUDGEMENT/DECISIONS				
ORGANIZATION SKILLS				
JOB SKILL LEVEL				
QUALITY OF WORK				
QUANTITY OF ACCEPTABLE WORK				
ACCEPTING RESPONSIBILITY				
PROFESSIONAL QUALITIES				
OPERATION/CARE OF EQUIPMENT				
WORK COORDINATION				
INITIATIVE				
DEPENDABILITY				
PROFESSIONAL DEVELOPMENT				
PROJECT/TASK COMPLETION				
COMMUNICATION SKILLS				
TECHNOLOGY SKILLS				
STRESS MANAGEMENT				
SAFETY PRACTICES				
ENERGY LEVEL				

SECTION 2: OVERALL REVIEW

	SUPERIOR	SATISFACTORY	NEEDS WORK	DEFICIENT
	(75-100)	(51-74)	(26-50)	(0-25)
Overall Performance				

SUPERIOR		X	4	=	
SATISFACTORY		X	3	=	
NEEDS WORK		X	2	=	
DEFICIENT		X	1	=	
(TOTAL)					

MAXIMUM SCORE = 100

SECTION 3: OVERALL COMMENTS (e.g. strengths, areas for improvement, goals for next evaluation, progress from previous identified areas for improvement).

I certify this report represents my best judgment of this employee's performance.

Evaluator's Signature

Date

SECTION 4: EMPLOYEE COMMENTS

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement with this evaluation.

Employee Signature

Date

SECTION 5: DEPARTMENT HEAD/ADMINISTRATOR REVIEW

I have reviewed this report and concur the evaluator's performance review.

Department Head or
Administrator (as applicable)

Date

Description of Rating Factors (*guidelines used by the evaluator in reviewing performance*)

Punctuality – Does the employee regularly come to work on time?

Attendance – Does the employee regularly report to work and conform to work hours?

Appearance – Is the employee neat, clean, groomed, and wearing the appropriate clothing for his/her assigned duties?

Compliance with Rules – Does the employee routinely follow the rules and regulations prescribed for his/her department and individual position?

Public Contact – Does the employee use tact and respect when dealing with the general public? Is the employee courteous to the general public?

Employee Relations – Is the employee friendly and sociable with fellow employees? Does the employee work well in a team atmosphere?

Knowledge of Work – Does the employee have the necessary knowledge required to perform duties effectively? Does the employee apply this knowledge on most work assignments?

Work Judgment/Decisions – Does the employee routinely make timely and accurate decisions? Does the employee follow departmental rules and regulations?

Organization Skills – Does the employee plan, coordinate, and schedule work assignments effectively? Is the employee's work area clean and in order?

Job Skill Level – Does the employee possess the necessary skill level to perform duties effectively?

Quality of Work – Is the overall work product of the employee accurate and correct?

Quantity of Acceptable Work – Does the employee generate work product sufficient to meet the operational needs of the department?

Accepting Responsibility – Does the employee accept responsibility for his/her position? Does the employee accept responsibility for his/her actions?

Professional Qualities – Does the employee exhibit loyalty, discipline, dedication, and integrity? Does the employee adhere to high standards? Is the employee fair and objective?

Operation/Care of Equipment – Does the employee possess a working knowledge of the equipment used in the performance of his/her job? Does the employee exercise proper care of his/her equipment?

Work Coordination – Does the employee effectively organize and coordinate his/her work assignments?

Initiative – Is the employee able to improvise and/or develop new ideas for solving problems or improving operations?

Dependability – Is the employee able to perform his/her tasks properly with minimum supervision? Does the employee need detailed instructions on work assignments?

Professional Development – Does the employee take advantage of or demonstrate a desire to participate in continuing education or training programs?

Project/Task Completion – Does the employee accept new projects with enthusiasm? Does the employee routinely meet deadlines and/or complete tasks on time?

Communication Skills – Does the employee listen, speak and write effectively? Does the employee communicate well with the general public and with fellow employees?

Technology Skills – Does the employ possess the proper skills needed to operate/utilize information systems? Does the employee utilize technology to achieve efficiency?

Stress Management – Does the employee handle critical situations in a calm and orderly manner? Does the employee maintain an even temperament in difficult situations? Does the employee accept change in a positive manner?

Safety Practices – Does the employee make his/her safety a high priority? Does the employee enforce/follow established safety standards?

Energy Level – Does the employee maintain a sufficient energy level needed to complete his/her assigned tasks?