

## City of Middletown Performance Evaluation Form For Non-Supervisors

NAME _____ <div style="display: flex; justify-content: space-around; width: 80%; margin: 0 auto;"> <span>Last</span> <span>First</span> <span>Middle</span> </div> POSITION _____  POSITION DESCRIPTION DATE _____	Dept., Div. _____  RANGE, STEP _____  DATE ATTAINED _____  EVALUATION DATES _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>From</span> <span>To</span> </div>
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	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Sick Leave Hours Used													

PART I EVALUATION AREAS	Unsatisfactory	Needs Improvement	Meets Standards	Exceeds Standards	Outstanding
<b>1. Reliability</b> Dependable; minimal absence or lateness Consistently available to give extra effort					
<b>2. Job Knowledge</b> Demonstrates required knowledge Strives to improve knowledge					
<b>3. Initiative</b> Resourceful and energetic in assignments Proactive; seeks solutions					
<b>4. Judgment and Decisions</b> Makes routine decisions without assistance Makes timely and accurate decisions					
<b>5. Teamwork</b> Cooperates with co-workers & supervisors Strives to improve relations					
<b>6. Communication Skills</b> Communicates in a clear manner Exceptional listener, speaker, and writer					
<b>7. Customer Service</b> Shows respect in serving public Sets example for others to follow					
<b>8. Safety</b> Safely operates equipment Sets standard for safety consciousness					
<b>9. Attitude/Work Performance</b> Shows a positive attitude. Positive attitude effects others					
<b>10. Responsibility</b> Accepts full responsibility for assignments Excels in problem solving					
<b>11. Personal Appearance</b> Good personal hygiene Neat, proper attire					
<b>OVERALL RATING</b>					

**PART II SUPERVISOR'S COMMENTS/RECOMMENDATIONS**

**PART III EMPLOYEE'S COMMENTS**

**PART IV REVIEWED WITH SUPERVISOR**

**I have discussed this evaluation with my supervisor.**

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

Date \_\_\_\_\_

**PART V SUPERVISOR RECOMMENDATIONS**

**Probation Employee Only:** Recommend Regular Employee Status \_\_\_ Recommend Termination \_\_\_ Other \_\_\_

Retain with reservations: \_\_\_\_\_ Additional comments must be provided to support this recommendation.

Unacceptable performance: \_\_\_\_\_ Additional comments must be provided to support this recommendation.

Comments: \_\_\_\_\_

Step Increase, if applicable: Yes \_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Date: \_\_\_\_\_

No \_\_\_ Additional comments must be provided to support this recommendation.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART VI In addition to the immediate supervisor, this evaluation has been reviewed by (Please Sign):**

Division Manager \_\_\_\_\_ Date \_\_\_\_\_

Department Director \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

If other than above:

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

Position \_\_\_\_\_

## **PERFORMANCE EVALUATION INSTRUCTIONS**

Evaluations must be based on performance of duties and responsibilities in position description.

Do not consider anything outside of the City work environment. Evaluation should focus on what the person did, how well he or she did it, and how this person contributed to the mission, objectives, and goals of the City of Middletown and the department to which they are assigned.

Reviewers should carefully review the immediate supervisor's evaluation to ensure it is accurate, unbiased, and not inflated. While you cannot direct a supervisor to change their evaluation, reviewers can state that they disagree and provide comments in Part VI of this form.

A reminder: the Employee Assistance Program is available for employees that may have a problem that is affecting their work performance.

## **EXPLANATION OF QUALITATIVE RATINGS**

Under each evaluation area, there are two statements. The first statement describes satisfactory performance for that evaluation area. The second statement describes outstanding performance.

**OUTSTANDING:** performance consistently exceeds standards in all aspects of evaluation area; rarely equaled; clearly exceeds position description and supervisor expectations.

**EXCEEDS STANDARDS:** regularly meets and exceeds normal position requirements; routinely delivers above average performance.

**MEETS STANDARDS:** regularly meets normal position requirements; average performance; meets position description duties and responsibilities; no major problems with performance.

**NEEDS IMPROVEMENT:** does not regularly meet standards expected of position; below average performance requiring corrective action on the employee.

**UNSATISFACTORY:** consistently fails to meet minimum standards of performance; does not achieve position description duties and responsibilities. Corrective action is necessary.

Mark N/O in an evaluation area if that area was not observed by the supervisor.

The Overall Rating must be the average of the 11 evaluation areas.