

City of Middletown Performance Evaluation Form For Supervisors

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|---|---|
| NAME _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Last First Middle </div> POSITION _____ POSITION DESCRIPTION DATE _____ | Dept., Div. _____ RANGE, STEP _____ DATE ATTAINED _____ EVALUATION DATES _____ <div style="display: flex; justify-content: space-between; width: 100%;"> From To </div> |
|---|---|

| | 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 |
|--|----------------|-------------------|-----------------|-------------------|-------------|
| 1. Reliability Dependable; minimal absence or lateness Consistently available to give extra effort | | | | | |
| 2. Job Knowledge Demonstrates required knowledge Strives to improve knowledge | | | | | |
| 3. Initiative Resourceful and energetic in assignments Proactive; seeks solutions | | | | | |
| 4. Judgment and Decisions Makes routine decisions without assistance Makes timely and accurate decisions | | | | | |
| 5. Teamwork Cooperates with co-workers & supervisors Strives to improve relations | | | | | |
| 6. Communication Skills Communicates in a clear manner Exceptional listener, speaker, and writer | | | | | |
| 7. Customer/Employee Relations Excellent interaction with public & employees Sets positive example for others to follow | | | | | |
| 8. Safety Sets standard for safety consciousness | | | | | |
| 9. Motivation/Work Performance Effectively performs position duties Positively motivates others | | | | | |
| 10. Leadership Demonstrates knowledge & ability to perform the required duties Consistent role model for leadership | | | | | |
| 11. Organizational Skills Demonstrates effective time management through delegation and assignments Effectively establishes priorities | | | | | |
| OVERALL RATING | | | | | |

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.