

CITY OF SPRINGBORO - EMPLOYEE PERFORMANCE EVALUATION

Employee Name: _____

Date of Review: _____

Job Title: _____

Department: _____

PURPOSE OF THE PERFORMANCE EVALUATION	PERFORMANCE RATINGS				
<p>The primary purpose of the performance appraisal is to foster meaningful and open communication between City of Springboro staff and their supervisors regarding job performance and expectations. In addition, the performance appraisal should encourage professional development by identifying ongoing training opportunities, improve job effectiveness and productivity through constructive feedback, outline goals and objectives for the upcoming year. Performance appraisals should also serve as the basis for merit increase recommendations.</p> <p>Within the "Comment" section, choose one area to be rated "Strongest Area" and one rated "Area To Improve" from all 7 categories. Other comments by the supervisor explaining numerical ratings are also encouraged.</p>	<p>5 Outstanding 4 Very Effective 3 Effective 2 Needs Improvement 1 Unacceptable</p>				
WORK PRODUCT	1	2	3	4	5
<u>Quality of Work:</u> Work is complete, neat, accurate, timely and thoughtful. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Quantity of Work:</u> Consider amount of work accomplished. Completes all assignments within specified time limits. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOB KNOWLEDGE AND SKILLS	1	2	3	4	5
<u>Job Knowledge:</u> Understands assigned duties. Knows basic skills of position. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Skill Development:</u> Has taken initiative to learn new skill(s) to enhance their worth in the workplace. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERPERSONAL RELATIONS	1	2	3	4	5
<u>Cooperation:</u> Works harmoniously with co-workers, supervisors. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Customer Service:</u> Promotes positive & professional public image with citizens and the community. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Loyalty:</u> Consider dedication to the City of Springboro's goals. Ability to be trustworthy and loyal. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE / MOTIVATION	1	2	3	4	5
<u>Initiative:</u> Self-starter requiring little supervision. Requests additional assignments or responsibilities. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLANNING & ORGANIZATION	1	2	3	4	5
<u>Manages Work Priorities:</u> Can handle multiple assignments. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Allocates Time Efficiently:</u> Prioritizes assignments correctly. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROBLEM SOLVING	1	2	3	4	5
<u>Identifies Problems:</u> Secures relevant information and provides solutions. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL WORK TRAITS	1	2	3	4	5
<u>Attendance</u> : Dependable, on time, observes reasonable number of breaks. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Sick Leave</u> : Days missed per year due to sick leave (FMLA leave not counted.) 5 : 0-3 days, 4 : 4-7 days, 3 : 8-10 days, 2 : 11-15 days, 1 : 16+ days Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Adaptability</u> : Performs well under changing conditions. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Attitude</u> : Acceptance of supervision and suggestions for improvement. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Safety Awareness</u> : Makes effort to maintain a safe working environment. Is attentive to safety procedures and practices. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION					
Overall Average Score	/ 16 = Avg.				
Employee Achieved Goals From Previous Year's Evaluation? Reason "No":	Yes - <input type="checkbox"/> No - <input type="checkbox"/>				

ANNUAL GOALS: The employee and supervisor are encouraged to work together to develop goals for the employee to achieve over the next evaluation period. The employee should develop one goal and the supervisor should develop another goal. The goals should be realistic, clear, specific and useful to the City.

Employee Goal:

1) _____

Supervisor Goal for the Employee:

1) _____

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Wage Scale Index Change: _____% Merit Compensation: _____% Total Recommendation: _____%

 Employee Signature

 Department Head Signature

City Manager or Designee Approval

Date