Evaluation Type

☐ Completion of Probation

What are the review period dates?

From: _____

To: _____

Print Form

DISTRIBUTION:
Original to Personnel, Org. 1523
Copy to Employee
Copy to Department File

EMPLOYEE NAME	DEPARTMENT/DIVISION	POSITION TITLE	DUE DATE

SECTION A: Rate each factor as follows:

1. Performance is unacceptable.
2. While performance meets job standards occasionally, it is unacceptable often enough that significant improvement is required.
3. PERFORMANCE MEETS JOB STANDARDS.
4. Performance meets and often exceeds job standards.
5. Performance consistently exceeds job standards and regularly produces superior results.

	1	2	3	4	5
1. QUANTITY OF WORK	○	○	○	○	○
Consider the amount of time and the timeliness of the duties listed in the employee's job description.					
2. QUALITY OF WORK	○	○	○	○	○
Consider the accuracy, neatness of work product, thoroughness, and the oral and written expression of the duties listed in the employee's job description.					
3. WORK HABITS	○	○	○	○	○
Consider the observance of working hours, attendance, observances of rules including safety, economy of time and material, compliance with work instructions, orderliness, and application to duties.					

SECTION A (Continued)

	1	2	3	4	5
4. INTERPERSONAL RELATIONS	○	○	○	○	○
Consider how the employee gets along with fellow employees, meets and handles the public, and his/her personal appearance.					
5. ADAPTABILITY	○	○	○	○	○
Consider the employee's performance in new situations, performance in emergencies, performance with minimum instructions, and initiative.					
6. CUSTOMER SERVICE	○	○	○	○	○
Consider how responsive the employee is to customers, both inside and outside the City system. The employee recognizes the importance of dealing with the customer in a positive manner even under difficult conditions.					

	N/A	1	2	3	4	5
7. SUPERVISORY PERFORMANCE (if applicable)	○	○	○	○	○	○
Consider the employee's performance to get work out, planning and assigning employee development, ensuring safe employee environment, disciplinary control, evaluating performance, making decisions, fairness and impartiality, approachability, and commitment to AA/EEO.						

SECTION B: Overall evaluation (use the same rating definitions as in Section A)

1	2	3	4	5
○	○	○	○	○

SECTION C - COMMENTS: Use this space to elaborate on the ratings given in Section A, especially if extreme ratings are given such as a 1 or 5. Attach additional pages if necessary.

SECTION E - ACCOMPLISHMENTS: Use this space to describe any achievement or special contribution the employee has made to their job and to the organization. Attach additional pages if necessary.

SECTION D - DEVELOPMENT PLAN: Use this space to outline the employee's development or training plan. Attach additional pages if necessary.

SECTION F - EMPLOYEE COMMENTS: Attach additional pages if necessary.

I have received a copy of this report. This signature does not indicate agreement with the rating.

Signature _____ Date _____

Rated By: _____ Date: _____

Reviewed By: _____ Date: _____