

# Performance Evaluation

☐ INITIAL PROBATIONARY

☒ ANNUAL

☐ PROMOTIONAL

☐ OTHER (*Specify*)

EMPLOYEE NAME	CLASS TITLE	PERIOD COVERED
DIVISION <b>Public Works</b>	DEPARTMENT	DATE OF LAST RATING

**INSTRUCTIONS:** Evaluate the employee on the job being performed during the current rating period. Check the box in the space above the horizontal line which most closely coincides with your overall judgment on each job element. The care and accuracy with which this appraisal is made will determine its value to you, the employee and the agency. Do not create rating subcategories.

JOB ELEMENTS	Excellent	Very Good	Satisfactory	Needs Improvement	Poor
<b>KNOWLEDGE OF WORK</b>					
Consider the employee's grasp of procedures, techniques, and instructions necessary to perform job and the degree to which skills have been mastered.	Through knowledge of all aspects of work. Can perform without assistance.	Knowledgeable in most phases of work. Can perform with little or no assistance.	Sufficient knowledge of work to satisfy requirements of job. Some instruction may be required.	Marginal grasp of the essential knowledge required to perform job. Requires much instruction and guidance.	Demonstrates little or no understanding of job and is unable or unwilling to master skills required to perform job satisfactory.
<b>QUANTITY OF WORK:</b>					
Consider the volume of work produced under normal conditions and the rate of progress on assignments.	Rapid worker. Rate of progress on assignments and volume of output is consistently above average. Well organized.	Turns out large volume of work and produces above average output on assignments.	Work output satisfactory. Works at a steady pace. Work done timely.	Works slowly. Only occasionally is output considered average.	Very slow worker. Quantity of output is well below average of others in the same job classification. Does not utilize time effectively or efficiently.
<b>QUALITY OF WORK</b>					
Consider the accuracy, thoroughness, and appearance of work assignments without regard to volume.	Extremely accurate worker. Consistently superior in all phases of this category.	Work is complete, well presented and accurate.	Work is usually neat and presentable. Seldom needs to be redone. Only occasionally repeats mistakes. Generally adheres to applicable instructions.	Work is less than satisfactory, and generally requires substantial improvement. Repeats mistakes. Does not adhere to applicable instructions.	Work frequently incomplete or needs to be redone. Often repeats same kinds of mistakes. Work is messy in appearance and/or poorly arranged.
<b>ABILITY TO LEARN NEW DUTIES</b>					
Consider the ease and speed with which employee grasps instructions and new methods; follows instructions; retains and applies new knowledge.	Unusually quick and complete grasp of newly imparted knowledge and conditions.	Learns quickly. Retains instructions well.	Learns fairly quickly. Remembers with occasional reminders.	Learns slowly. Grasps or retains essentials only after a great deal of instructions.	Unable to grasp essentials without constant re-instruction.
<b>DEPENDABILITY ATTENDANCE</b>					
Consider the ability to do assigned tasks on schedule under normal circumstances with a minimum of supervision and whether the employee can be relied upon to report for work regularly, to be on time and to adhere to work schedules.	Extremely reliable. Can be depended upon to perform job well with minimal supervisions. Attendance is excellent.	Very reliable. Needs only occasional supervision. Seldom absent or tardy.	Reliable. Needs average supervision, instruction or direction to perform assigned duties. Meets acceptable level of punctuality and attendance.	Not always reliable. Requires considerable supervision, instruction or needs improvement with tardiness and/or poor attendance.	Seldom reliable. Fails to perform even with considerable supervision. Excessive absenteeism and/or frequently tardy.
<b>HUMAN RELATIONS</b>					
Consider employee's ability to maintain harmonious working relations with others, both within and external to the work unit.	An asset to the image of the Town. Considerate of others, views and interests. Elicits cooperation from others within the scope of job.	Very effective in meeting and dealing with others. Gets along well with associates.	Generally maintains harmonious relationships with others.	Shows reluctance to cooperate or maintain harmonious relationships with others.	Very poor cooperation. Has trouble getting along with others. Makes little or no attempt to maintain working relationships.

<b>INITIATIVE / CREATIVITY</b>					
Consider the extent to which new work assignments and duties are sought when necessary and the ability to offer suggestions and propose new and creative ideas and solutions to working situation.	Sound judgment in problem solving. Shows initiative and enthusiasm every day.	Shows strong analytical skills. Defines problem quickly and offers solutions.	Often offers workable solutions to problems. Uses good judgement in solving problems.	Spends too much time focusing on less important aspects of the daily job.	Frequently comes to the wrong conclusion and assumes things.
<b>ADHERENCE TO UNION CONTRACTS / TOWN POLICIES</b>					
Follows policies and procedures regarding safety, security, harassment-free environment and others.	Always at work on time, never misses work without prior approval and appropriate notification. Follows union contract and policies	Has a good attendance record, can always be counted on to work overtime if necessary without complaints. Follows procedures.	Consistently arrives to work on time, makes sure work area covered at all times, no unscheduled absences. Follows union contract and town policies.	Occasional unscheduled absences, occasionally late to work or leaves early.	Unscheduled absences, late to work, leaves early. Does not follow union contract or town policies.

OVERALL EVALUATION OF EMPLOYEE:

EXCELLENT	No more than two (2) of the employee’s job element ratings can be “very good,” the remainder must be at the level of excellent.
VERY GOOD	The employee must not have any “needs improvement” ratings and must be rated “very good” or better in the majority of job elements.
SATISFACTORY	Most of the employee’s rating must be “satisfactory.” A “needs improvement” rating in one job category is still an overall “satisfactory” rating, but is indicative of a performance problem that has to be corrected.
NEEDS IMPROVEMENT	The employee must be rated “needs improvement” in two (2) or more job elements and have no poor ratings.
POOR	The employee must be rated “poor” in <u>one</u> (1) or more job elements.
RECOMMENDATIONS FOR IMPROVEMENT IN ANY OF THE ABOVE JOB ELEMENTS. ALSO AREAS OF IMPROVEMENT AND/OR MAJOR ACCOMPLISHMENTS DURING THE RATING PERIOD MAY BE NOTED.	

RATED BY:		TITLE	DATE
	SIGNATURE		
EMPLOYEE:		TITLE	DATE
	SIGNATURE		
REVIEWED BY:		TITLE Public Works Director	DATE
	SIGNATURE		

NOTE TO EMPLOYEE: Your signature confirms that you have seen this report and discussed it with your supervisor. It does not indicate your agreement with or approval of the rating.