**Employee Information**

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| **Name:** | **Review Date:** |
| **Position:** | **Manager:** |
| **Department:** | **Review Period:** |

**competency evaluation**

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| **Competency:** Quality  *Contributes to organizational objectives by consistently focusing on achieving high standards in both work product and service through attention to detail; demonstrates commitment to exceeding internal and external customer expectations.* | | | |
| **DOES NOT MEET EXPECTATIONS (1)** | **MEETS EXPECTATIONS (2)** | | **EXCEEDS EXPECTATIONS (3)** |
| **STRENGTHS:** | | **OPPORTUNITIES:** | |
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| **Competency:** Teamwork  *Develops positive and productive relationships within and across teams to facilitate the accomplishment of work goals; aids in the fulfillment of departmental goals; considers the perspectives of others in working towards common goals and group consensus; communicates respectfully; supports, advises and gives credit to others.* | | | |
| **DOES NOT MEET EXPECTATIONS (1)** | **MEETS EXPECTATIONS (2)** | | **EXCEEDS EXPECTATIONS (3)** |
| **STRENGTHS:** | | **OPPORTUNITIES:** | |

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| **Competency evaluation** | | | |
| **Competency:** Results-Oriented  *Focuses on desired outcomes and how best to achieve them; gets job done and delivers consistent results; assumes responsibility and accountability for successfully completing assignments or tasks; effectively acquires the resources and skills needed to fulfill job duties and meet objectives.* | | | |
| **DOES NOT MEET EXPECTATIONS (1)** | **MEETS EXPECTATIONS (2)** | | **EXCEEDS EXPECTATIONS (3)** |
| **STRENGTHS:** | | **OPPORTUNITIES:** | |
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| **Competency:** Job Knowledge & Technical Skills  *Demonstrates a solid understanding of the skills, procedures and equipment needed to accomplish job duties and responsibilities; follows procedures to complete work; seeks out opportunities to further job knowledge and skills.* | | | |
| **DOES NOT MEET EXPECTATIONS (1)** | **MEETS EXPECTATIONS (2)** | | **EXCEEDS EXPECTATIONS (3)** |
| **STRENGTHS:** | | **OPPORTUNITIES:** | |
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| **Competency:** Communication  *Communicates with others in a helpful manner while simultaneously building credibility and rapport. Relates well to all kinds of people, inside and outside the organization; builds constructive and effective relationships; uses diplomacy and tact; identifies best style and approach given the audience and circumstance.* | | | |
| **DOES NOT MEET EXPECTATIONS (1)** | **MEETS EXPECTATIONS (2)** | | **EXCEEDS EXPECTATIONS (3)** |
| **STRENGTHS:** | | **OPPORTUNITIES:** | |
| **Competency*:*** Organization & Time Management  *Uses time effectively and efficiently; spends time and the time of others on what’s important to the organization; adept at figuring out the processes necessary to get things done; accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; concentrates efforts on the more important priorities; able to anticipate problems and adjust to them.* | | | |
| **DOES NOT MEET EXPECTATIONS (1)** | **MEETS EXPECTATIONS (2)** | | **EXCEEDS EXPECTATIONS (3)** |
| **STRENGTHS:** | | **OPPORTUNITIES:** | |
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| **Competency *(Skip for Admin positions)*:** Safety  *Makes a positive contribution to a safe work environment; assists others in working safely; recognizes and reports real or possible safety hazards; follows safety policies and procedures; no safety violations.* | | | |
| **DOES NOT MEET EXPECTATIONS (1)** | **MEETS EXPECTATIONS (2)** | | **EXCEEDS EXPECTATIONS (3)** |
| **STRENGTHS:** | | **OPPORTUNITIES:** | |

**RATING OF CORE COMPETENCIES**

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| ***Admin:*** *Add all ratings and write total here: \_\_\_\_\_\_\_\_\_\_\_\_ ÷ 6 = \_\_\_\_\_\_\_\_\_\_\_*  ***Non-Admin:*** *Add all ratings and write total here: \_\_\_\_\_\_\_\_\_\_\_\_ ÷ 7 = \_\_\_\_\_\_\_\_\_\_\_* | | |
| **DOES NOT MEET EXPECTATIONS**  (1.00-1.66) | **MEETS EXPECTATIONS**  (1.67-2.33) | **EXCEEDS EXPECTATIONS**  (2.34-3.00) |

**PERFORMANCE GOALS & aCTION PLAN**

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| *The performance evaluation is based on the principle that each individual should have the opportunity to receive feedback about their performance and guidance on how to improve and develop for their future.*  *Prepare your development recommendations based on the employee’s opportunities for improving or enhancing performance.* |
| **1. Indicate specific performance that requires improvement.** |
| **2. Include any specific job activities or training that you believe would be relevant and helpful.** |
| **3. Together, set agreed upon goals with completion dates.** |

**personal development plan**

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| **Goal / Desired Result:** | **Stated Key Actions:** |
| **Date Set:** | **Individual Activities:** |

**Career objectives**

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| *In this section, you have an opportunity to discuss employee aspirations and how those fit into the larger organizational plan. Based on their interests and the organization’s needs, make suggestions for ways in which your employees may develop experience and new skills for the future.* | | |
| **#1** | **Development Objective** (skills, knowledge, competency) | **Target Completion Date** |
| **Development Action** (circle item in list & explain below)  (targeted assignment, self-directed, reading, coaching/mentoring, workshop/seminar, other) | |
| **#2** | **Development Objective** (skills, knowledge, competency) | **Target Completion Date** |
| **Development Action** (circle item in list & explain below)  (targeted assignment, self-directed, reading, coaching/mentoring, workshop/seminar, other) | |

**Employee COMMENTS**

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**Verification of review**

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| *By signing this form, you confirm that you have discussed this review in detail with your manager. Signing this form does not necessarily indicate that you agree with this evaluation but that you have reviewed it.* | | |
| **SIGNATURES** | **PRINTED NAME** | **DATE** |
| EMPLOYEE: |  |  |
| SUPERVISOR: |  |  |
| DEPT. HEAD: |  |  |
| CITY MANAGER: |  |  |