

**CITY OF CORAL GABLES
EMPLOYEE PERFORMANCE EVALUATION
GENERAL EMPLOYEE**

NAME (LAST, FIRST, MI):		
DEPARTMENT/DIVISION:	JOB TITLE:	
EVALUATION PERIOD: FROM: / / TO: / /	DATE OF REVIEW:	NUMBER OF ABSENT HOURS: SICK
PURPOSE OF REPORT: PROBATIONARY () PROMOTIONAL () ANNUAL () OTHER ()		

Safety:	_____ <u>Acceptable</u>	_____ <u>Unacceptable</u>
Attendance:	_____ <u>Acceptable</u>	_____ <u>Unacceptable</u>
Punctuality:	_____ <u>Acceptable</u>	_____ <u>Unacceptable</u>
Appearance:	_____ <u>Acceptable</u>	_____ <u>Unacceptable</u>

If any of the above are unacceptable, a salary increase may be denied, reduced, or delayed with no consideration for retroactivity.

COMMENTS: _____

INSTRUCTIONS FOR COMPLETION

1. Supervisor completes form.
2. Supervisor meets with the next level of management for review and concurrence.
(The form will be reviewed by all appropriate levels, including the Department Head.)
3. Supervisor meets with Employee to discuss appraisal.
4. Forward appraisal for all levels of management review and signatures and then to the Human Resources Department.

PERFORMANCE RATINGS: Check the number which appears above or between the level(s) of performance which most closely match(es) the performance demonstrated by the employee during the appraisal period.

PRODUCTIVITY					Weight		x Score	
The amount of work an individual produces during assigned work period(s)					Weighted Score			
1	1.5	2	2.5	3	3.5	4	4.5	5
Usually below acceptable standard for work unit.		Barely acceptable level of output. A slow worker.		Meets expectations of average output for work unit.		Very industrious. Does more than is required.		Excellent producer. Generates maximum output.
COMMENTS:								

QUALITY OF WORK					Weight		x Score	
The ability to produce work that is accurate, neat and thorough.					Weighted Score			
1	1.5	2	2.5	3	3.5	4	4.5	5
Produces a poor quality of work. Makes frequent errors. Must always check work product.		Produces work of marginal quality which often contains errors. Careless.		Quality of work is good. Usually accurate. Conscientious about completing quality work.		Produces high quality accurate work. Seldom makes mistakes.		Produces outstanding precise, neat, and accurate work.
COMMENTS:								

APPLIED JOB KNOWLEDGE					Weight		x Score	
Application of the demonstrated knowledge necessary to perform the job.					Weighted Score			
1	1.5	2	2.5	3	3.5	4	4.5	5
Lacks knowledge to perform the job. Has difficulty performing job duties. Requires major improvement.		Marginal job knowledge. Often has to ask how to do routine job duties. Requires improvement in many areas.		Good job knowledge. Possesses knowledge and skills to perform the required duties of the position.		Above average job knowledge. Possesses and applies skills and job knowledge. Rarely needs to ask for job information.		Applies an outstanding level of job knowledge. Possesses and uses broad and detailed knowledge of all aspects of the job.
COMMENTS:								

TEAMWORK						Weight				x Score
The ability to work well with co-workers and supervisors.						Weighted Score				
1	1.5	2	2.5	3	3.5	4	4.5	5		
Causes friction among workers. Tends to gripe and argue. Antagonistic. Does not help others.		Is difficult to work with occasionally. Will only help when asked.		Works willingly with others. Is good at achieving cooperation.		Very cooperative. Is quick to offer help. Gets along well with most people. Very good team worker.		Extremely cooperative. Constantly offers aid. Always available to others. Outstanding team worker.		
COMMENTS:										

INITIATIVE						Weight				x Score
The ability to be a self-starter and to show resourcefulness.						Weighted Score				
1	1.5	2	2.5	3	3.5	4	4.5	5		
Needs constant supervision to start and complete tasks. Is not resourceful.		Requires close supervision to start and complete tasks. Is rarely resourceful.		Follows tasks through to completion. Is reasonably resourceful.		Very good initiative and follows-through. Is resourceful and uses ability to think through problems.		Superior initiative and follow-through. Highly resourceful and shows superior ability to think through and solve problems.		
COMMENTS:										

RECORDS AND PROCEDURES						Weight				x Score
The ability to produce and maintain accurate records and follow City Rules and Regulations and departmental Standard Operating Procedures.						Weighted Score				
1	1.5	2	2.5	3	3.5	4	4.5	5		
Sloppy record keeping. Often careless with records. Compliance with procedures is unsatisfactory.		Some times careless with records and/or documents. Compliance with procedure needs improvement.		Handles records properly; compliance with procedures is good.		Records are in order, neat and timely. Compliance with procedures is very good.		Records are always in order, neat, and timely. Excellent compliance with procedures.		
COMMENTS:										

PUBLIC CONTACT						Weight	x Score		
Demonstrates courtesy and effectiveness in dealing with the public.						Weighted Score			
1	1.5	2	2.5	3	3.5	4	4.5	5	
Unsatisfactory. Has a frequent problem in dealing with the public. Discourteous.		Occasionally discourteous in dealing with the public. Sometimes tactless.		Good skills in dealing with the public. Usually courteous and effective.		Communication skills are well developed. Makes extra effort to assist the public.		Extremely courteous; very effective; is an exemplary role model.	
COMMENTS:									

WORK HABITS						Weight	x Score		
The ability to organize one's work effectively and work under pressure.						Weighted Score			
1	1.5	2	2.5	3	3.5	4	4.5	5	
Constantly wastes time; does not organize work. Is unable to handle pressures of the job.		Occasionally does not use time wisely and is often disorganized. Occasionally cannot handle pressures of the job.		Uses time and equipment well. Is well organized. Can handle the pressures associated with the job.		Frequently makes an extra effort to organize work, frequently uses time and equipment more effectively than expected. Can work under more pressure than expected for the position.		Constantly uses time and equipment to the fullest; always has work organized beyond what is expected. Is able to work effectively in high pressure situations.	
COMMENTS:									

COMMUNICATION						Weight	x Score		
The ability to convey one's ideas effectively, both orally and in writing.						Weighted Score			
1	1.5	2	2.5	3	3.5	4	4.5	5	
Communication is very poor. Ideas are not well organized and are difficult to follow. Both oral and written communication needed improvement.		Occasionally does not communicate effectively. Oral and/or written communication is sometimes difficult to follow.		Communication is good. Is able to communicate effectively both orally and in writing.		Very good communicator. Regularly demonstrates very good oral and written communication abilities.		Excellent communicator. Demonstrates excellent written and oral skills.	
COMMENTS:									

JUDGMENT AND DECISION MAKING					Weight	x Score		
The ability to come to a conclusion based on the information available.					Weighted Score			
1	1.5	2	2.5	3	3.5	4	4.5	5
Decisions are often wrong because of poor judgment. Frequently hesitates or neglects to make decisions that are necessary.	Sometimes makes bad decisions because of poor information or bad judgment. Sometimes neglects decisions when necessary.	Usually arrives at sound decisions. Analysis of problem and alternatives is usually good. Decisions are usually made in a timely manner.	Very good in making decisions. Uses good judgment in analyzing problems and alternatives. Makes timely decisions.	Superior decision making ability. Shows excellent judgment. Commendable record of well thought out and implemented decisions.				
COMMENTS:								

SUPERVISION (For working Supervisors)					Weight	x Score		
The ability to organize and plan quality work and get the job done on schedule.					Weighted Score			
1	1.5	2	2.5	3	3.5	4	4.5	5
Usually disorganized and often in a crisis caused by a lack of planning and organization. Does not delegate work effectively.	Does very little planning and organizing. Is not effective in getting staff to complete the assigned work.	Good at planning and organizing the work load. Usually does a good job at delegation and follow-through. Usually completes the job properly and on time.	Very good at planning and organizing work. Makes very effective use of staff to complete the job properly and on time. Produces very good results.	Superior in planning, organizing, and delegating the assigned work. Gets extraordinary results through an effective working relationship with the staff.				
COMMENTS:								

TOTAL PERFORMANCE RATING: _____
 (Total up the weighted scores for each of the performance factors to determine the TOTAL PERFORMANCE RATING)

ACTION PLAN (Including any training and/or development issues)

