

**Employee Performance Appraisal Form**

**Employee:** Click here to enter text. **Employee Position:** Click here to enter text.

**Department:** Click here to enter text. **Supervisor:** Click here to enter text.

**Review Period:** January 2024 – December 2024

###### Job Knowledge and Performance

This performance dimension encompasses the employee's ability to complete specific job tasks and demonstrates professional and/or technical competency. The employee's overall productivity, quality of work, time management skills, accuracy, thoroughness, effective use of resources and adherence to policies and procedures is also considered in this dimension. Knowledge includes the ability to apply judgment, make sound decisions and demonstrate an understanding of the City and Department mission, goals, and objectives. The employee demonstrates the City core value of continuous improvement by working together to serve the community and challenging the status quo.

 **Above Expectations:** [ ]

 **Meets Expectations:** [ ]

 **Below Expectations:** [ ]

**Employee Comments:**

**Supervisor Comments:**

Click here to enter text.

###### Customer Service Orientation

Our customers include a wide variety of people, both internal and external to the organization, and customer service is an ongoing, daily responsibility of each employee. The City's reputation as a whole is based on the services we provide and our ability to handle the problems of customers and community members. Each employee must recognize and accept individual responsibility for showing empathy and responsiveness to customers, conveying a professional image and accepting responsibility for their actions. The employee demonstrates the City core value of exemplary service and excels at fulfilling the needs of everyone in the community through thoughtful interactions.

 **Above Expectations:** [ ]

 **Meets Expectations:** [ ]

 **Below Expectations:** [ ]

**Employee Comments:**

Click here to enter text.

**Manager Comments:**

Click here to enter text.

###### Communication

The employee's ability to effectively and accurately communicate information, both orally and in writing, is observed and documented in this dimension. In addition, the employee's interpersonal skills and abilities should be considered including recognizing and fulfilling the need to inform others, giving explicit instructions, ensuring he/she is understood, identifying and resolving conflicts, and listening to others. The employee demonstrates the City core value of collaborative partnerships by working together and using all areas of expertise to achieve a common goal.

 **Above Expectations:** [ ]

 **Meets Expectations:** [ ]

 **Below Expectations:** [ ]

**Employee Comments:**

Click here to enter text.

**Supervisor Comments:**

Click here to enter text.

###### Safety & Compliance

Completes required safety and IT compliance training and adheres to safety and IT security protocols. Performs duties safely, avoids shortcuts that increase risk, and maintains an organized workspace. Actively identifies and reports hazards or security breaches, whether physical or digital. Responds positively to safety-oriented feedback and encourages safety and compliance among co-workers.

 **Above Expectations:** [ ]

 **Meets Expectations:** [ ]

 **Below Expectations:** [ ]

**Employee Comments:**

Click here to enter text.

**Supervisor Comments:**

Click here to enter text.

###### Staff Development & Training (supervisor positions only)

Demonstrates the ability to foster employee growth by identifying and addressing development needs within the team. This includes delivering effective training programs, providing ongoing feedback and coaching, and ensuring staff have the skills needed to excel in their roles. Maintains open communication, sets a positive example, and builds credibility by supporting continuous learning. Effectively documents training outcomes, recognizes achievements, and addresses performance issues constructively. Encourages a culture of development by implementing relevant training within the workgroup and pursuing relevant professional training personally.

If you are not a formal supervisor, simply select "N/A" below.

 **Above Expectations:** [ ]

 **Meets Expectations:** [ ]

 **Below Expectations:** [ ]

 **N/A:** [ ]

**Employee Comments:**

Click here to enter text.

**Supervisor Comments:**

Click here to enter text.

# Goals *(optional)*

Use this section to outline qualitative goals that support the employee’s growth and align with broader organizational priorities. These goals should focus on key competencies and areas for development that will help the employee excel in their role and contribute to the City’s mission and strategic objectives. For example, you might set goals related to organizational engagement, such as how the employee can align their work with the City’s mission and values, or professional development opportunities, like pursuing training or certifications to enhance their performance. You could also consider safety goals, identifying ways the employee can foster a safe and secure work environment. These are just examples; feel free to include any other goals that reflect the employee’s unique role or development needs.

Click here to enter text.

###### Review Summary

**Employee Comments:**

Click here to enter text.

**Supervisor Comments:**

Click here to enter text.

###### Compensation Eligibility

**To be filled out by the employee’s supervisor.**

 **Eligible:** [ ]

 **Not Eligible:** [ ]

###### Approvals

Appraiser and Manager(s) signatures are required prior to the performance appraisal meeting with the employee.

***Reviewed by:***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature (Required) Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager(s) Signature (Required) Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Director or Designee Signature (Required after employee meeting) Date**

***Prior to meeting with your employee, forward this appraisal, including any employee self-appraisal comments (Employee self-appraisal is optional), to the appropriate manager for signature. Once this appraisal has been signed by the appropriate manager, print the appraisal. After meeting with your employee and obtaining the employee’s signature, please send all original documents to the department director or designee to be reviewed and signed. From there, the department director will forward all documents to Human Resources to be logged and placed in the employee file.***

**I have read and discussed this appraisal with my supervisor.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature Date**