

ANNUAL PERFORMANCE EVALUATION

Employee Name	Title		
Month Rating is Due	Rating Period	From	To
Department	Date of Hire	Overall Evaluation Rating	

Rate each area using the following criteria.

If the rating is anything other than STANDARD, give written explanation as to the rating.

Points may be awarded in 1/4 point increments.

- Outstanding Standard** **(3):** Employee is performing far above expected level.
- Standard** **(2):** Employee is performing where expected. This is the reference point which the other ratings are evaluated against. This is an acceptable positive level of performance.
- Below Standard** **(1):** Employee performance is inconsistent. Much of the performance is below an acceptable level. This indicates that a serious effort on the part of the employee is needed. This rating requires follow up such as counseling, extra training, added evaluations, etc.
- Unacceptable** **(0):** Employee does not perform or make visible effort to achieve acceptable performance. The employee is aware of the deficiencies and has not made or cannot make the needed changes in the performance. ***It is noted that an "unacceptable" in any rating category, is subject to disciplinary action up to and including termination.***

Area 1: _____ ATTENDANCE

- This includes all areas of attendance such as but not limited to prompt, arriving on time, available when needed, absenteeism, abuse of sick leave, un-excused absences, etc.

Is the employee's attendance acceptable?

If NO, why not:

Area 2: _____ SKILL

- Examples in this area would be but not limited to, assuming responsibility, learning new skills, demonstrating knowledge, sharing knowledge with others, etc
- Has the employee kept the required skills needed to perform this job in an acceptable manner?
- Has the employee acquired new skills needed to perform this job or to do a more efficient job?

Comments:

Area 3: _____ BEHAVIOR

- Examples in this area would be but not limited to, treatment of customers, working with co-workers in an effective manner, how the employee conducts self with the Department Director, acceptance of counseling received, etc.
- Has the employee's behavior towards authority, management, co-workers, customers, citizens, the department, etc. been acceptable during this evaluation period?

Comments:

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Area 4: _____ SAFETY

- Becoming safety certified in specific area of the job
- Takes safety seriously, using the safety manual
- Follows Village wide and departmental safety procedures
- Properly uses PPE, etc.
 - How many preventable accidents has the employee had during this rating period? _____
 - Did this employee meet the training requirements based on the job=s safety matrix? _____

Comments:

Area 5: _____ PERFORMANCE

- Accomplishes work load as expected
- Is efficient in performing job duties, streamline projects or daily duties comes up with new ideas to improve the job

Comments:

Area 6: _____ COMMUNICATION

- Effectively communicates with co-workers and other departments
- Demonstrates collaboration, cooperation, and coordination with co-workers and other departments
- Understands and practices the concept of "TEAMWORK"

Comments:

Area 7: _____ SPECIFIC ISSUE NOT ADDRESSED ABOVE

- During this evaluations period, has the employee gone above and beyond what was expected
- Worked above and beyond what was expected on a project etc.
- During this evaluation period, has the employee been counseled for any reason?

Comments are required if you utilize this section:

If needed, use this section for listing goals, objectives, expectations during the next rating period, other comments that need to be documented, or for the "Action Plan."

Final Score Total points(then divide number of areas rated (6 or 7) to get the evaluation score =

EMPLOYEE COMMENTS:

Do you agree _____ or disagree _____ with this evaluation?
What are your specific comments of the overall evaluation?

Rater Signature

Title

Date

Reviewer Signature

Title

Date

Employee Signature

Date

GIVE ORIGINAL TO HR

*COPY TO EMPLOYEE
DEPARTMENT*

COPY TO