

Adopted _____

Town Of Chester, New Hampshire

Performance Evaluation Report

Date of Evaluation _____

Employee _____
Last First MI

Job Title _____ Date of Appointment _____

Name and Title of Person making performance Evaluation

Type of Evaluation:

Employee Status:

- Probationary Progress _____
- Conclusion of Probation _____
- Annual Merit _____
- Remedial/Developmental _____
- Promotion/Transfer _____

- Permanent _____
- Permanent/Part-time _____
- Other (Specify) _____

INSTRUCTIONS:

- 1) Please type or use ink.
- 2) The completed personnel evaluation must be filed in the employees confidential personnel folder in the Personnel Department.

EVALUATION:

- 1) Accuracy is the correctness of work duties performed.
 1. _____ Makes frequent errors: thorough work review frequently required.
 2. _____ Makes recurrent errors: above normal work required.
 3. _____ Makes only average number of mistakes: normal work review required only.
 4. _____ Is exact and precise most of the time: spot reviews required only.
 5. _____ Is exact and precise: requires absolute minimum of review.

- 2) Alertness is the ability to grasp instructions, to meet changing conditions, and to solve novel or problem situations.
1. _____ Slow to "catch on".
 2. _____ Requires more than average instructions and explanations.
 3. _____ Grasps instructions with average ability.
 4. _____ Usually quick to understand and learn
 5. _____ Exceptionally keen and alert.
- 3) Attendance relates to the degree of regularity in daily work attendance.
1. _____ Attendance very undependable: Seriously hinders department
 2. _____ Attendance is irregular: Hinders department operations.
 3. _____ Attendance is dependable: Absences within normal limits.
 4. _____ Attendance is very dependable: Rarely absent
- 4) Punctuality is the faithfulness in conforming to work hours.
1. _____ Very excessive time loss due to tardiness.
 2. _____ Time loss due to tardiness is above acceptable limits.
 3. _____ Time loss due to tardiness is within acceptable limits
 4. _____ Employee is punctual: seldom tardy.
 5. _____ Employee is invariably prompt and punctual.
- 5) Courtesy is the polite attention an individual gives other people (Public, Supervisors, fellow workers, etc.) within the work setting.
1. _____ Blunt, Discourteous, Antagonistic.
 2. _____ Sometimes abrasive or discourteous.
 3. _____ Agreeable and pleasant.
 4. _____ Always very polite and willing to help.
 5. _____ Inspiring others in being courteous and very pleasant.
- 6) Dependability is the ability to consistently do required jobs well, in a timely fashion with minimal supervision.
1. _____ Requires close supervision: Frequent prompting required to meet deadlines.
 2. _____ Sometimes requires prompting to meet deadlines
 3. _____ Usually takes care of necessary tasks and completes with reasonable promptness.
 4. _____ Requires little supervision: Is reliable.
 5. _____ Requires absolute minimum if supervision: Is a self-starter.
- 7) Drive is the desire to set and attain goals, to achieve.

1. _____ Level of effort unacceptable. Little evidence of desire to achieve.
2. _____ Below average drive: Puts forth minimal effort to achieve.
3. _____ Has average drive: Usually puts forth effort to achieve.
4. _____ Strives hard: Has high desire to achieve.
5. _____ Sets high goals and strives incessantly to achieve

8) Neatness is the degree to which an individual keeps work area (e.g. desk, storage areas, car or truck cab) clean and orderly.

1. _____ Disorderly and untidy.
2. _____ Some tendency to be disorderly and untidy.
3. _____ Ordinarily, appearance of work area is acceptable.
4. _____ Quite conscientious about neatness and cleanness.
5. _____ Always neat, clean, and orderly.

9) Commitment toward the Job is the degree of interest demonstrated in the job.

1. _____ Carries out tasks halfheartedly; reluctantly
2. _____ Sometimes appears indifferent towards job.
3. _____ Shows sufficient interest in job.
4. _____ Shows great interest in job.
5. _____ Exceptionally enthusiastic about the job.

10) Job Knowledge is the total knowledge and information possessed about all types of work which an employee should know to carry out work duties satisfactorily.

1. _____ Very little knowledge and information about work duties: serious retention problem.
2. _____ Lacks knowledge and information of some phases of the job: Some problem with retention.
3. _____ Sufficient knowledge and information to perform job: answers most common questions.
4. _____ Very good knowledge and information to perform job. Understands nearly all phases of work.
5. _____ Has complete knowledge and understanding of all phases of the job.

11) Personal Appearance is the degree of appropriateness an individual's over-all appearance (e.g. grooming, dress, cleanliness) to the job being performed and to the job setting.

1. _____ Appearance repeatedly and severely inappropriate.
2. _____ Appearance is inappropriate with frequency.
3. _____ Appearance typically in harmony with job expectations.
4. _____ Careful about personal appearance.
5. _____ Unusual attentiveness to personal appearance.

12) Physical Performance is the degree to which the individual is able to perform the physical performance requirements for the job. (e.g. physical alertness, stamina, energy, dexterity)

1. _____ Unable to satisfactorily perform major physical elements of the job.
2. _____ Has some difficulty in satisfactorily performing major physical elements of the job.
3. _____ Performs physical aspects of job satisfactorily.
4. _____ Performs physical aspects of job very well.
5. _____ Performs physical elements of job very well.

13) Quantity of work is the amount of satisfactory work output.

1. _____ Unacceptable level of output.
2. _____ Level of output is marginal: inconsistent.
3. _____ Volume of work is satisfactory.
4. _____ Turns out more than is required: very industrious.
5. _____ Exceptionally high output.

14) Stability is the ability to withstand pressure and remain calm in crisis situations.

1. _____ Low tolerance for crises: goes "to pieces" too easily; creates crises.
2. _____ Below average tolerance for crises: easily irritated.
3. _____ Has average tolerance for crises: usually remains calm.
4. _____ Tolerates most pressure: likes crises more than the average person,
5. _____ Thrives under pressure: really enjoys solving crises.

15) Teamwork is the extent to which the individual is able to work effectively with peers or supervisors in the accomplishments of work projects or goals.

1. _____ Inclined to be quarrelsome: uncooperative, has a negative attitude.
2. _____ Has some difficulty in working with others.
3. _____ Congenial and cooperative: works effectively with others.
4. _____ Relates to others well: Above average ability to work with others.
5. _____ Works extremely well with others: demonstrates exceptional interpersonal skills.

16) Attention to Safety is the adherence to rules and practices of safety in performing duties.

1. _____ Often takes unnecessary risks: disregards usual safety practices: attention to safety unacceptable.
2. _____ Sometimes takes unnecessary risks or disregards usual safety practices.
3. _____ Is attentive to normal rules of safety.
4. _____ Is safety conscious: acts to correct unsafe conditions.

5. _____ Very safety conscious, promotes safety in the workplace.

17) Interaction with Peers and Supervisors is the ability to communicate in a positive manner with both peers and supervisors and the demonstration of a desire to contribute as a team.

1. _____ Often unable to communicate to others when problems arise.
2. _____ Sometimes unable to communicate with others in the workplace.
3. _____ Communication is acceptable in normal working conditions.
4. _____ Demonstrates ability to communicate in a courteous and helpful manner.
5. _____ Communicates effectively in a helpful and courteous manner, desires to be part of the team.

18) Supervisor Ability is the ability to plan work and accept responsibility for its completion in a fair and consistent manner.

1. _____ Often unable to make decisions: lacks supervisory skills.
2. _____ Sometimes unable to plan ahead and accept responsibility for decisions.
3. _____ Plans, decisions and actions are acceptable for what is required.
4. _____ Able to make decisions, delegate work when necessary, and oversee employees with consistency.
5. _____ Effectively plans work and accepts responsibility while dealing with employees in a fair and consistent manner: Able to motivate employees.

19) Department Public Image/Community Involvement is the way the employees represent themselves to others both within the workplace and to the community.

1. _____ Often shows little regard for they way others perceive them.
2. _____ Sometimes conscientious of the way certain actions represent them.
3. _____ Shows satisfactory concern for image within the workplace and to the community.
4. _____ Careful to be a good representative of Employer and themselves: desire to be involved with others.
5. _____ Always seeks involvement when possible: enjoys being a positive representative for Employer.

20) Goal Setting/Achievement is the ability to set realistic goals and accomplish them.

1. _____ Often unable to set goals and achieve results.
2. _____ Sometimes able to achieve the goals set previously.
3. _____ Demonstrates a satisfactory ability to set realistic goals and achieve them.
4. _____ Goals are set and accomplished regularly with good results.

5. _____ Individual seeks to set higher goals and accomplish more difficult tasks on a regular basis.

21) Creativity is the ability to come up with new or better ways of accomplishing tasks.

1. _____ Often unable to think of relative or helpful ideas.
2. _____ Sometimes offers new ideas that benefit co-workers.
3. _____ When necessary, can offer ideas that are helpful to others.
4. _____ Enjoys thinking of new ways to accomplish everyday tasks.
5. _____ Consistently offers new and better ideas to help everyone around.

22) Adaptability/Flexibility is the way an individual changes and adheres to changing circumstances or situations.

1. _____ Unable to adapt to new circumstances: not flexible.
2. _____ Occasionally able to respond positively to new situations.
3. _____ Demonstrates acceptable ability when dealing with changing circumstances.
4. _____ Enjoys fluctuating circumstances: works well when situations change.
5. _____ Thrives in new or changing circumstances: seeks to do job consistently regardless of environment.

23) Budget Preparation/Presentation is the ability of the individual to accurately and adequately prepare a budget in a timely fashion while staying with the certain guidelines set.

1. _____ Does not attempt to comply with standards of budget preparation.
2. _____ Occasionally turns in required forms on time and completed as requested.
3. _____ Budget is available by deadline and is completed as requested.
4. _____ Budget meets or exceeds standards set and is available on or before deadline.
5. _____ Budget is always finished in a timely manner and is in compliance with all requirements set.

24) Budget Management is the ability of the individual to request reasonable amounts and to stay within the limits previously set.

1. _____ Budget does not reflect a true record of expenditures.
2. _____ Budget is occasionally incorrect with regards to expenditures or revenues.
3. _____ Budget is acceptable and meets necessary requirements.
4. _____ Individual often stays within budget and makes realistic requests.
5. _____ Individual makes every effort for budget to be a realistic record of expenditures.

25) City Manager/Council Relations is the ability of the individual to respect those in authority.

- 1. _____ Individual has little respect for the City Managers or supervisors.
- 2. _____ Occasionally shows proper respect for City Managers or supervisors.
- 3. _____ Individual shows respects for those in authority.
- 4. _____ Individual often shows proper respect to authority and is friendly.
- 5. _____ Individual consistently acts with respect toward authority figures.

26) Cooperation is the ability of the individual to volunteer assistance and seek assistance and information from co-workers.

- 1. _____ Often works alone: unable to be part of a team.
- 2. _____ Sometimes seeks to be helpful or receive help from others.
- 3. _____ Supports others and assists when necessary.
- 4. _____ Volunteers to help, accepts new methods, seeks input from others.
- 5. _____ Consistently acts as part of a team, seeks and volunteers assistance.

27) Initiative/Work Habits is the ability of the individual to work well under pressure and find solutions to problems that may be encountered.

- 1. _____ Does only what is told, rarely seeks to take initiative.
- 2. _____ Sometimes solves problems, occasionally seeks guidance.
- 3. _____ Seeks guidance when necessary, attempts to find solutions.
- 4. _____ Often takes initiative to get work done, solves problems when they arise.
- 5. _____ Works well under pressure, takes charge when necessary, work is well done and on time.

Future Goals: Use this section to "look ahead" with the employee. Summarize goals, objectives, or projects which are discussed.

ACKNOWLEDGMENT

I confirm the receipt and discussion of this evaluation that took place with _____ in attendance. My signature acknowledges neither acceptance nor disagreement but only the receipt and discussion. If I fail to present either acceptance or disagreement in writing to _____ on _____ than I realize that my inability to disagree is forfeited and that I have accepted this evaluation as received and discussed.

Employee Signature

Date

Witness Signature

Date

EVALUATION REVIEW

Department Head: I have reviewed this evaluation and have discussed it with my supervisor. My signature does not necessarily indicate my full agreement. I understand that I may indicate my reservations or disagreement with this evaluation in the space provided below or may request review by higher authority.

Comment:

Signature _____

_____ Date

Personnel Manager/City Manager: I have reviewed this evaluation and concur subject to comments shown below.

Comment:

Separate communication attached _____ Yes _____ No

(Initial one statement below)

_____ I recommend that this employee be granted a merit increase of _____.

_____ I do not recommend that this employee receive a merit increase.

Signature _____

_____ Date