



EMPLOYEE PERFORMANCE EVALUATION

For Exempt and Nonexempt Staff and Service Personnel

CONFIDENTIAL

Employee's Name (Last, First, MI):

Position Title:

Department:

Period Covered: From:

To:

Type of Report: Probationary
 Annual
 Other

Employee Status: Exempt
 Nonexempt

Supervisor
 Non-Supervisor

Rater (Name, Title) :

Reviewer (Name, Title) :

RATING SCALE	N/A	POOR	NEEDS IMPROVEMENT			MEETS EXPECTATIONS			EXCEEDS EXPECTATIONS		SUPERIOR
		1	2	3	4	5	6	7	8	9	

PART I:

PERFORMANCE FACTORS	N/A	1	2	3	4	5	6	7	8	9
Knowledge, Skills & Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits/Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

PART II:

BEHAVIORAL TRAITS	N/A	1	2	3	4	5	6	7	8	9
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

PART III:

	N/A	POOR	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	SUPERIOR				
SUPERVISORY FACTORS		1	2	3	4	5	6	7	8	9
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning & Organizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:										

PART IV:

OVERALL PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PART V:

NARRATIVE: Discuss significant strengths and areas requiring improvement. All ratings of 1 and 2 in Parts II, III, and IV must be explained in detail in this section. An overall rating of 8 or 9 in Part V must be supported in this section. (Continuation sheets may be added.)

SIGNATURES:

Rater: _____ Date: _____

Reviewer: _____ Date: _____

PART VII:

To the Employee: The ratings assigned to this performance evaluation represent judgments made by the supervisor regarding your performance of your responsibilities and duties, work-related behavioral traits and supervisory factors, if applicable, during the reporting period and will be reviewed by the next higher level supervisor prior to being placed in your permanent personnel file. You may request a meeting with your reviewer to discuss the rating. You have a period of 10 business days from the date on which you signed this evaluation to file a written appeal if you feel the ratings do not adequately reflect your performance. Policies and procedures for appealing the evaluation are set forth in Paragraph L, Appendix Q, *Staff and Service Employees' Personnel Handbook*.

I have reviewed this evaluation and have had the opportunity to discuss it with my rater. I understand that I may appeal this evaluation by following the above-referenced procedures.

I agree with this evaluation. I do not agree with this evaluation.

Employee's Signature: _____ Date: _____

PART V CONTINUED:

NARRATIVE: Discuss significant strengths and areas requiring improvement. All ratings of 1 and 2 in Parts II, III, and IV must be explained in detail in this section. An overall rating of 8 or 9 in Part V must be supported in this section.

KNOWLEDGE SKILLS AND ABILITIES:

Employee's work product demonstrates an application of the technical knowledge and various skills needed ie: managing computer-based records, familiarity with UPD policies, laws and regulations. Employee keeps abreast of developments and trends in law enforcement.

QUALITY OF WORK: Produces accurate, neat work product. Performs work thoroughly, expresses self well in verbally and in writing.

QUANTITY OF WORK: completes work assigned, and on time. manages a variety of tasks and projects.

WORK HABITS/TIME MANAGEMENT: Employee develops comprehensive, realistic plans and organizes work assignments to ensure timely completion of quality work products. Manages time well and effectively handles multiple demands and competing priorities. Take initiative in assuming more complex assignments and developmental activities. Attends work regularly, and observes work hours.

COMMUNICATION: Interacts professionally and courteously with supervisors, coworkers, citizens and others; readily shares information and provides assistance; verbally communicates information in an understandable manner; written communications are consistently clear and accurate; demonstrates understanding of instructions; demonstrates tolerance in working with coworkers, others and with changes in job conditions; demonstrates tolerance of differing behaviors, customs and communication styles; understands and works toward group goals and objectives; encourages and is receptive to new ideas and procedures.

DEPENDABILITY: Performs duties willingly. Personal problems do not effect work performance. Accepts suggestions and follows directions: Considers constructive criticism and makes necessary changes in performance. Follows directions of supervisor.

INTERPERSONAL RELATIONSHIPS: Employee gets along with others and establishes effective relationships to accomplish work products or service. Demonstrates respect for others, including the community and peers. Demonstrates courtesy and tact when dealing with people. Fully participates as a team member in the accomplishment of the work product.

INITIATIVE: Understands and accepts new situations, performs well with minimal instructions. Makes sound decisions in absence of detailed instructions or direct supervision. Keeps supervisor informed on status of assigned work.

ADAPTABILITY: Demonstrates good judgment, makes reasonable decisions, Practices self-control—thinks before acting. Employee Analyzes situations accurately and adapts well to change. Performs well in new situations, adjusts to new scheduling and/or changes in schedules, demonstrates willingness to learn new tasks and procedures. Demonstrates willingness to incorporate new ideas or methods.

JUDGEMENT: Uses good judgment and a common-sense approach to situations, particularly during stressful situations; requires minimal supervision; determines appropriate course of action and takes same; does not allow situations to further deteriorate; recognizes when to ask for assistance; anticipates situations and prepares for them; is capable of changing way of thinking and performing in conjunction with the needs of the

SUPERVISORY FACTORS: You should evaluate the employee's supervisory abilities as an officer. Indicate where the officer actually makes use of these factors. If not applicable, mark N/A. If no leadership qualities apply make note in comments section.

LEADERSHIP: Demonstrates the ability to get other people to work together effectively; is able to see the "big picture" and articulate how the pieces fit together; takes ownership for own activities; recognizes and appreciates individual differences; interacts with others objectively; is able to draw upon his/her own resources in Assessing situations and taking or recommending appropriate action for resolution.

DELEGATION: Assigns responsibility to an employee to complete a task, grants the employee sufficient authority to gain the resources to do the task and allows the employee decide how that task will be carried out. Shares accountability with the employee for ensuring the task is completed.

PLANNING AND ORGANIZING: Defines expectations and tasks clearly. Plans and organizes work, coordinates with others, establishes appropriate priorities. Allows sufficient time for completion of assignments. Delegates authority when appropriate. Determines appropriate action and follows through in a timely and decisive manner. Is well organized and uses time productively. Ensures that work products and services consistently meet needs of customers.

DEVELOPING OTHERS: Effectively and timely evaluates subordinates; encourages and initiates regular discussion of performance; fosters the learning and development of others through coaching, managing performance, and mentoring.

PERSONNEL MANAGEMENT:

Brings about an enthusiastic and optimistic attitude in the unit, Rewards and recognizes individual and team successes. Provides timely information on performance and frequent feedback. Resolves differences and seeks win/win outcomes. Acts forthrightly in response to unacceptable behavior or performance and focuses on the situation, issue or behavior rather than on the person. Promotes employee safety and wellness. Maintains appropriate confidentiality

OVERALL PERFORMANCE: To arrive at an overall evaluation of the employee's performance, supervisors consider the relative importance of each work goal and competency with its relative weight. Moreover, supervisors should consider performance and accomplishment that furthered the goals/objectives of the organization, contributions above and beyond completion of basic work assignments and completion of or contribution to special projects.