

Instructions:

1. Allow three weeks prior to performance evaluation meeting to review Employee Self Evaluations
2. Verify/complete General Information.
3. Review with the employee the employee's job description, job standards (expectations/objectives/duties) for the rating cycle to ensure the appraisal relates to the specific responsibilities, job assignments, and standards that were conveyed to the employee for the rating cycle.
4. Base the appraisal on the employee's performance during the entire review period, not isolated incidents or performance prior to the current review period. Obtain/review necessary input and supporting data.
5. Rate each factor in relation to the standards established and the guidelines listed on the form for each rating.
6. Provide an overall rating based on the rating of the individual factors, adherence to significant performance standards, and accomplishment of essential functions. Each factor need not be of equal weight but comments should justify significant differences impacting the overall rating.
7. Assess employee strengths and identify opportunities where the employee could improve or requires additional knowledge or skill. Include projected development needs to meet anticipated assignments during the next rating period. Obtain employee input regarding their training needs. When rating employees, consider their participation and willingness to participate in employee development opportunities.
8. The comments sections should be used to: support performance ratings, indicate problem areas, and provide guidance to employees on how to improve performance. Comments MUST be provided for Highly Proficient or Non-Quality ratings, and are highly recommended for all other ratings. Supervisors, reviewing Directors and employee comments are to be relevant and job related.
9. Discuss/obtain comments and signature/date of reviewing Director before discussion with employee.
10. Sign/date the form, meet with employee to discuss the rating, and obtain the employee's signature/date/comments. Arrange for reviewing Director discussion if requested.
11. Update if appropriate with the employee the job description, essential job functions, and performance standards/objectives for the next rating cycle.
12. Complete Career Development Plan

COMMUNICATION OF PERFORMANCE STANDARDS

If this is the first review by you, complete #2 only.

If this is not the first review completed by you for this employee, indicate when you conveyed job standards to the employee and when progress review(s) was conducted:

1. Performance standards (objectives, duties, expectations, etc.) for this rating period were conveyed to employee on _____
Date
2. Progress Review(s) was conducted on _____ (at least one during rating cycle).
Date



2012 Performance Review

ANNUAL EMPLOYEE PERFORMANCE EVALUATION REVIEW

Department: _____
Employee Name: _____
Job Position: _____
Review Date: _____
Rater Name: _____
Rater Signature: _____

GENERAL RATING

Highly Proficient Performer (Exceeds Expectations)

Quality Performer (Meets Expectations)

Non-Quality Performer (Does Not Meet Expectations)

PERFORMANCE REVIEW

EMPLOYEE PERFORMANCE REVIEW

Employee Name: _____ Date: _____

Employee ID: _____

Job Title: _____

Department: _____

Evaluator: _____ Title: _____

Review Period: from _____ to _____

REVIEW GUIDELINES

At least six weeks prior to this review, notify employee of the review and assign the employee a self-review through the Employee Self-Assessment Form.

EVALUATION

Use additional sheets for Expectations, Goals, and Comments if necessary.

Check the appropriate box by placing your mouse over it and double clicking. The "Check Box Form Field Options" message will appear. Under "Default Value" select checked.

<u>Highly Proficient Performer</u> (Exceeds Expectations)	<u>Quality Performer</u> (Meets Expectations)	<u>Non-Quality Performer</u> (Does Not Meet Expectations)	<u>N/A</u> (Not Observed)
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Performance Evaluation Criteria

Customer Service: Employee's commitment to excellent customer service, which is responsive, competent, and respectful to internal and external customers. Employee fosters a harmonious working environment with co-workers and the public.

Comments:

Job Knowledge/Job Performance: Has technical job knowledge/job performance skills and understands daily work activities and assignments, retains essential skills and has ability to learn new methods and skills to produce work effectively and consistently. Employee meets established objectives/expectations/standards of quality, quantity, customer service, and timeliness both individually and on a team. Also makes self-improvement efforts to enhance skills and knowledge and to stay current with changes impacting the job.

Comments:

Strategic Planning: Develops work, practices, policies, procedures, resources, customer service, technical information, and relationship of work to the organization's mission.

Comments:

Interpersonal Relations: Employee develops and maintains positive and constructive internal/external relationships. Gives and receives constructive criticism, accept supervision, resolve conflicts, recognize needs and sensitivities of others, and treat others in a fair and equitable manner.

Comments:

Teamwork: Encourages and respects the ideas and efforts of others. Finds ways to help and support the team or group perform effectively. Responds to feedback as a learning process.

Comments:

WORK HABITS: Uses efficient methods of operation, exhibits proper conduct and ethical behavior, follows policies and procedures, punctual, follows safety and security procedures, takes proper care/maintenance of assigned equipment, and economical use of supplies.

Comments:

Attendance: Consistently at work. Does not use more than acceptable amount of sick days per year..

Comments:

Decision Making & Problem Solving: Makes decisions and takes actions that have beneficial impact. Identifies problems and issues in area of responsibility, and initiates appropriate steps to resolve them by using available resources.

Comments:

Communication: Communicates in a constructive manner and listens well. Exchanges information with others in effective, timely, clear, concise, logical, and organized manner. Communications include listening and sharing of information

Comments:

Professional Development: Pursues activities and projects that promote their long-term career development and relevant expertise or knowledge, which requires specific training, experience or education.

Comments:

Performance Management/Quality & Productivity: Establishes goals that are clear, quality, and productive. Employee demonstrates the ability to organize and adjust information, people, and materials to meet these goals. Establishes effective methods for keeping track of the status of the subtasks and the overall timeline of a project.

Comments:

Evaluating/Monitoring Work: Watches, checks, keeps track of budget, equipment, people, projects, and processes to assure they are within performance standards; acting on any problems or non-compliance.

Comments:

Evaluating and Developing Personnel: Takes time and effort to track, monitor, and evaluate the performance of employees; prepares for evaluations; conducts evaluation interviews and discussions; maintains clear records to assist in doing performance evaluations objectively and consistently; helps employees resolve job related problems; takes corrective action on a timely basis; instructs employees on proper performance.

Comments:

Goal-Setting/Planning/Scheduling: Holds meetings and obtains agreement and commitments from subordinates to goals, objectives, methods, resources, measures, and control points; identifies possible ways of reaching a goal; looks ahead and organizes work to get things done on time.

Comments:

Initiative: Takes action to meet work-related objectives without being asked or required to do so within and outside of the department.

Comments:

Written Communication: Provides quality and timeliness reports and other written documents; use of principles of writing such as clarity, brevity, logic, accuracy, good grammar. Written communications are clear, concise, accurate, and understandable including reports, memos, letters, and other written documents. Writes clearly and convincingly.

Comments:

Delegation of Responsibility: Delegates tasks within area of responsibility; knows employees' capabilities such that delegation of responsibility aids in the efficiency of departmental operations.

Comments:

Oral Communication: Ideas are presented clearly and organized, uses appropriate words, shows awareness of what's appropriate for intended audience. Effectively interprets, composes, and presents information, ideas, and values to specific audiences.

Comments:

Presentation Skills: Organizes text, presentations proceed smoothly from point-to-point, presents relevant data through the presentation. Self-confident, articulate, poised, alert. Effectively uses delivery techniques including distinct audible voice, and eye contact.

Comments:

Technical Assistance/Advisory: Provides awareness and technical guidance to subordinates and superiors on issues and problems; recommending programs, policies, solutions and alternatives; summarizing and reporting further action.

Comments:

Knowledge of Work Supervised: Keeps current in all phases of work being performed by subordinates in their department or division; is able to determine if work of subordinates is being done properly and is meeting industry standards.

Comments:

Organizational Improvement: Contributes to the streamlining and efficiency of City of Maricopa operations.

Comments:

Diversity: Values and respects diversity among subordinates, peers, and managers within and outside of the department.

Comments:

Leadership and Core Values: Proactively engages in making the City a success by working effectively to accomplish objectives in own position and by building consensus on common goals within and outside of the department; leads by setting clear expectations for performance; builds trust and respect among fellow co-workers; serves as a role model; embraces the Core Values of the City; challenges employees to solve problems as opposed to simply telling them the "right answer."

Comments:

Supervision: Effectively manages program/projects, employees, budget, technology, and organizational change to produce positive results. Engages in performance management, teamwork, staff development, and recognition of accomplishments. Promotes customer service, diversity, inclusiveness, collaboration, effective communication, and positive labor/management relations. Uses innovation and fulfills administrative requirements. Able to organize teams, tasks, and projects in order to get the team's work done in the most efficient and effective manner, determines right people and other resources, communicates the mission, organizes and conveys goals, and shows good tactical planning skills.

Comments:

Strategic Plan Components

Economic Sustainability

Continues implementation of the City of Maricopa internal programs for Economic Development.

Comments:

Facilitates Maricopa's physical infrastructure development.

Comments:

Continues efforts to attract new and retain existing jobs and economic development projects.

Comments:

Continues implementation of the City's parks, trails and open space master plan.

Comments:

Implements the strategies for Capital Improvement Program.

Comments:

Builds high-quality developments and public amenities.

Comments:

Quality of Life

Connects with residents.

Comments:

Creates partnerships with community organizations and institutional interests.

Comments:

Addresses environmental concerns.

Comments:

Improves offerings for youth, education and families.

Comments:

Transportation

Enhances safety, mobility, and connectivity of our regional and intra-regional transportation system.

Comments:

Enhances safety, mobility, and connectivity of our intra-city transportation system.

Comments:

Works with the railroad and other interests to improve safety and support Maricopa's economic development efforts.

Comments:

Develops an effective mass transit system to serve all Maricopa residents.

Comments:

Public Safety

Enhances service to the community.

Comments:

Enhances positive organizational culture.

Comments:

Evaluates operational practices for cost-efficiency and effectiveness.

Comments:

Builds and enhances effective regional relationships.

Comments:

Addresses communications systems.

Comments:

Quality Municipal Services

Supports and engages strategic partners.

Comments:

Implements the Council's policy direction and strategic plan.

Comments:

Ensures residents are informed about and satisfied with municipal services.

Comments:

Creates a positive organizational culture.

Comments:

Encourages citizen engagement and communication.

Comments:

Builds and enhances effective regional relationships to meet the City's objectives.

Comments:

Delivers the highest quality municipal services.

Comments:

Creates and maintains a positive and productive organizational culture which values excellent customer service, is responsive and accessible.

Comments:

Other:

Comments:

Other:

Comments:

Other:

Comments:

Other:

Comments:

Other:

Comments:

Overall Rating

Please use this section to select the employee's overall rating.

<u>Highly Proficient Performer</u> (Exceeds Expectations)	<u>Quality Performer</u> (Meets Expectations)	<u>Non-Quality Performer</u> (Does Not Meet Expectations)	<u>N/A</u> (Not Observed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Signature: _____ Date _____

Employee's Signature: _____ Date _____

Comment:

Career Development Plan

Employee Information

Employee Name:	
Date:	Development Period:

Career Development Goals

EMPLOYEE STRENGTHS: (Identify strong attributes, abilities, or proficiency in an area, to maximize the employee's contribution to the organization in utilizing these abilities and skills and to identify potential mentor relationships.) Comments

OPPORTUNITIES FOR DEVELOPMENT: (Identify knowledge, skills, and abilities that may need improvement. Specify developmental activities to assist the employee in addressing either areas of concern or opportunities for professional growth.) Comments:

List the employee's most important personal and professional developmental goals for the period:

Action Items (What)	Completed By When?	Method and/or Materials (Resources Needed)

Expectations: Supervisors should use this space to list projects and communicate expected performance with the employee.

EMPLOYEE PERFORMANCE REVIEW SUMMARY

Summary of Performance:

VERIFICATION OF REVIEW

By signing this form, you confirm that you not only received a copy of the evaluation but that it was reviewed with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

I, _____ acknowledge receipt of review. My signature does not necessarily indicate agreement.

Employee Signature	Date
Supervisor Signature (if applicable)	Date
Manager (if applicable)	Date
Department Director	Date

Employee Performance Review – Self Assessment

Name of Employee:	Title/Position:
Date:	Review Period:
Describe your accomplishments: (Use additional sheet if necessary)	
List any developmental areas or additional training you may need to perform your work:	
Other comments:	

Employee Signature: _____ Date: _____

PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION REVIEW

Department:	_____
Employee Name:	_____
Job Position	_____
Review Date:	_____
Rater Name:	_____
Rater Signature:	_____

GENERAL RATING

- Staff member is not able to meet requirements of position.
- Staff member shows promise, but must make more progress in certain areas.
- Staff member is making satisfactory progress.

SIX MONTH PROBATIONARY PERIOD REVIEW FORM
(Non-sworn employees)

This form must be returned to the Human Resources Department by the end of the probation period. Non-sworn employees are not eligible for merit increases at the end of this period.

Date: _____

Hire Date: _____

Employee: _____

Review Date: _____

Return this form to the Human Resources Department.

The first six months of employment, transfer, or promotion in a new position is a probationary period. Upon satisfactory completion of the probationary period, the individual acquires classified status with the City of Maricopa.

During the probationary period, it is important to determine whether the individual demonstrates the skills and abilities necessary for continued service with your department and the City of Maricopa. If the individual is not meeting the requirements of the job, corrective action should be taken prior to the completion of the probationary period. Consult with Human Resources in determining the appropriate corrective action.

Supervisors: Please complete the following evaluation and recommendation concerning the staff member listed above.

1. A _____ Staff member is not able to meet requirements of position.
B _____ Staff member shows promise, but must make more progress in certain areas.
C _____ Staff member is making satisfactory progress.
2. If you checked 1-A or 1-B, use additional forms to list areas in which the staff member's progress has not been satisfactory and consult with Human Resources if you're considering extending the probationary period.

This was discussed with staff member on: _____
DATE

SUPERVISOR'S SIGNATURE DATE

STAFF MEMBER'S SIGNATURE DATE

The staff member's signature, which is required, indicates that the staff member has reviewed this form. It does not imply agreement with the evaluation.

DEPARTMENT DIRECTOR SIGNATURE DATE