



Jefferson City is committed to supporting informed, motivated employees who are dedicated to improving the quality and effectiveness of their performance. This evaluation addresses the job expectations and performance of this employee. It also provides a basis for developing future expectations. The job performance of each employee is to be reviewed annually by their Supervisor.

EMPLOYEE PERFORMANCE ASSESSMENT

REVIEW TYPE: Annual Probationary – 6 Mn. Other: _____

Employee Name:	Date Completed:
Department Name:	Assessment Period:
Job Title:	

INSTRUCTIONS

- The Supervisor will evaluate the employee's performance at a minimum in an annual basis.
- Probationary employees will be evaluated after the first six months and annually thereafter.
- The Supervisor will evaluate job responsibilities, performance factors and objectives using the rating scale. Supervisor comments are required for any rating other than "Consistently performs job to standards".
- The Supervisor will forward to the Department Head for review and signature.
- Once approval is obtained from the Department Head, the Supervisor will schedule a meeting with the employee in order to discuss the assessment and all applicable performance details.
- Once the discussion is completed, the Department Head will forward the completed form to Human Resources for processing.

RATING DEFINITIONS

- 5** = Consistently exceeds job standards
- 4** = Occasionally exceeds job standards
- 3** = Consistently performs job to standards
- 2** = Occasionally performs below job standards
- 1** = Consistently performs below job standards
- N/A** = Not applicable to job duties performed

Part 1

Ratings: Rate the employee on the factors listed below

Performance Factor	1	2	3	4	5	Comments Performance Examples to support rating
Adaptability/Flexibility – Adjusts to changing situations in a positive manner, learns new and different tasks, responds appropriately to suggestions for work improvement						
Dependability – Maintains an acceptable attendance record; works as scheduled; willing to work overtime when needed; observes meal/break periods properly; demonstrates reliability and commitment in support of department/City goals and objectives						
Communication – Expresses opinions and ideas, both verbal and written in a clear, concise and respectful manner; effectively communicates with all levels; displays a willingness to openly communicate						
Safety – Employee initiates safe working practices; safety guidelines are followed; proper PPE is used appropriately						
Productivity – Work is accurate with minimal errors; efficient use of time, equipment and materials; understands job duties						
Working Relationships – Maintains professional working relationships with supervision and other employees; conforms to the principles of good customer service						
Attitude – Demonstrates commitment, dedication, cooperation and positive behavior; readily complies with policies and guidelines; deals effectively with organizational change; maintains a positive attitude						

***If rating a non-supervisory position, continue to Part II**

Performance Factor – Complete for SUPERVISORY positions	1	2	3	4	5	Comments
						Performance Examples to support rating
Leadership – The ability to guide, develop, and motivate others; implements change with a positive impact; delegates effectively; ensures policies/regulations are followed						
Development/Coaching – The ability to recognize strengths and limitations and to effectively guide employees to achieve their maximum potential; displays skill in counseling employees; performs assessments in a timely and effective manner						
Decision Making – Makes reasonable and logical decisions after evaluation of facts; demonstrates ability to control emotions in stressful situations						

Part II

OVERALL

5 = Consistently exceeds job standards in most areas	4 = Occasionally exceeds job standards	3 = Consistently performs job to standards	2 = Occasionally performs below job standards	1 = Consistently performs below job standards
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OVERALL RATING: _____

Comments on overall employee performance:

Part III

Special Accomplishments

Describe any accomplishments or special achievements that have had a significant impact on the department or Jefferson City.

Recommendations to enhance employee performance:

Describe the specific areas in which the employee needs to improve. Also, describe the specific actions that will be taken by the supervisor and the employee to strengthen these areas, any training required, and deadline for which improvements are expected.

Employee Comments: (Optional)

Employee: _____ **Date:** _____

My signature verifies the fact my evaluator has discussed this evaluation with me. My signature does not necessarily signify that I agree with this evaluation.

Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____