



The City of Alcoa 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 the Supervisor.

EMPLOYEE PERFORMANCE ASSESSMENT

REVIEW TYPE: Annual Quarterly Probationary- 6Mth Probationary- 12Mth

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

INSTRUCTIONS

- | The Supervisor will evaluate the employee's performance at minimum on 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.
- | The Department Head will forward to Human Resources for review and signature.
- | Once approval is obtained by the Department Head and Human Resources, 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 Supervisor 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

**If an employee has reached the maximum salary within their classification, upon approval, a one time lump supplemental payment may be given.*

Part I

Ratings: Rate the employee on the factors listed below

Performance Factor	1	2	3	4	5	Comments <i>Performance examples to support rating</i>
Adaptability / Flexibility - Adjusts to changing situations in a positive manner, learns new and different tasks, responds appropriately to suggestions for work improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 departmental goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication - Expresses opinions and ideas, both verbal and written in a clear concise manner; effectively communicates with all levels; displays a willingness to openly communicate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety - Employee initiates safe working practices; safety guidelines are followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Productivity - Work is accurate with minimal errors; efficient use of time, equipment and materials; understands job duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working Relationships - Maintains professional working relationships with supervision and other employees; conforms to the principles of good customer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attitude - Demonstrates commitment, dedication, cooperation and positive behavior; readily complies with policies and guidelines; deals effectively with organizational change; maintains a positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Performance Factor - Complete for SUPERVISORY positions	1	2	3	4	5	Comments <i>Performance examples to support rating</i>
Leadership - The ability to guide, develop and motivate others; implements change with a positive impact; delegates effectively; ensures policies/regulations are followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decision Making - Makes reasonable and logical decisions after evaluation of facts; demonstrates ability to control emotions in stressful situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part II

OVERALL

5 = Consistently Exceeds Job Standards in most areas	4 = Occasionally exceeds job standards in most areas	3 = Consistently performs job to standards in all areas	2 = Occasionally performs job below standards in multiple areas	1 = Consistently performs job below standards in most areas
--	--	---	---	---

OVERALL RATING: _____

SUPERVISOR RECOMMENDATION	No Increase <input type="checkbox"/>	1 Step = 2.5% <input type="checkbox"/>	2 Steps = 5% <input type="checkbox"/>
----------------------------------	--------------------------------------	--	---------------------------------------

Comments on overall employee performance:

Part III

Special Accomplishments:

Describe any accomplishments or special achievements that had significant impact on the department I division or the City of Alcoa.

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 the deadline for which improvements are expected.

Employee Comments: (optional)

Meeting with Human Resources requested

Required Signatures:

A permanent employee, within seven calendar days after being informed of his or her performance review, may appeal the review in writing to the Director of Human Resources.

Employee: _____ **Date:** _____
(Signature does not signify agreement)

Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____

Human Resources: _____ **Date:** _____