

Annual Performance Review 2020

Employee: _____ Supervisor: _____ Date: _____

SAFETY & EQUIPMENT:

Practices safety using job related equipment and performing job duties. Demonstrates awareness and proactively contributes to a safe workplace.

___ Unacceptable	Consistently demonstrates carelessness and failure to follow safety procedures and equipment maintenance. Immediate improvement required to maintain employment.
___ Needs Improvement	Has had a safety related incident, warning, or Workers Compensation claim that resulted from carelessness or failure to follow procedures; has failed to maintain equipment to standards on one or more occasions.
___ Meets Expectations	Exhibits conscientiousness, works safely, uses equipment in accordance with instructions and procedures; properly maintains equipment and reports damaged equipment immediately.
___ Exceeds Expectations	Actively promotes safety through positive attitude, actions, and communication among peers. Sets example for equipment upkeep and maintenance.
Supervisor Comments	

QUALITY:

Is accurate, thorough, and neat in work performance.

___ Unacceptable	Consistently makes quality errors; can rarely be trusted to perform quality work. Immediate improvement required to maintain employment.
___ Needs Improvement	Has had a quality related incident, write-up, or warning that has resulted from carelessness. Does not consistently perform quality work.
___ Meets Expectations	Consistently works with quality as goal. Demonstrates high quality consciousness through behavioral actions and communications.
___ Exceeds Expectations	Sets example among peers in accuracy and thoroughness in all aspects of work. Recognized as a top performer.
Supervisor Comments	

DEPENDABILITY & ATTENDANCE:

Is reliable and has good attendance and punctuality consistent with policy. Employee is flexible with respect to work schedule to meet the needs of the city.

___ Unacceptable	Unreliable attendance; abuse of sick and vacation time; failure to communicate or log time accurately. Immediate improvement required to maintain employment.
___ Needs Improvement	Attendance is sometimes not punctual, reliable, communicated, or logged accurately.
___ Meets Expectations	Arrives on time, fully prepared for all scheduled shifts and assignments. Utilizes sick time only when necessary, communicates effectively and in advance of time off, and documents time accordingly.
Supervisor Comments	

INITIATIVE:

Displays self motivation and resourcefulness in approaching daily and weekly tasks. Understands and defines problems accurately. Demonstrates the ability to resolve problems by considering alternatives and suggesting realistic solutions.

___ Unacceptable	Consistently fails to recognize or seek help in resolving routine problems; rarely suggests improvements; demonstrates inability to work individually or in a team; requires high level of supervision. Immediate improvement required to maintain employment.
___ Needs Improvement	Exhibits little initiative in identifying problems, solutions, or improvements; does not work proactively to address areas of concern; requires more than routine supervision.
___ Meets Expectations	Consistently resolves problems and promotes improvements; maximizes resources and innovation to improve; requires minimal supervision.
___ Exceeds Expectations	Does not pause to be told what to do; always seeks new tasks to work on. Works well without any supervision.
Supervisor Comments	

TEAMWORK & COMMUNICATION:

Participates openly and engages in constructive discussion while sharing knowledge and experience with others. Promotes and practices trust, honesty and respect.

___ Unacceptable	Demonstrates a consistent pattern of behavioral negativity; is unsupportive of the city, management, or coworkers. Immediate improvement required to maintain employment.
___ Needs Improvement	Occasionally demonstrates negative behavior; does not always contribute to a positive team culture; may at times be impatient or insensitive with others; lacks proper balance between speaking too much and too little.
___ Meets Expectations	Communicates effectively; is supportive of the city, management, and fellow coworkers; maintains a positive attitude; displays sensitivity, fairness, and patience in dealing with others. Speaks unambiguously and concisely.
___ Exceeds Expectations	Actively works to create and promote a positive workplace culture; is a role model in maintaining positive relationships with coworkers; is attentive and adaptable to others.
Supervisor Comments	

SUPERVISOR COMMENTS:

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EMPLOYEE COMMENTS:

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PERFORMANCE IMPROVEMENT PLAN:

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Employee Signature:		Date:	
Supervisor Signature:		Date:	
Key Manager Signature:		Date:	
HR Manager Signature:		Date:	
City Manager Signature:		Date:	

Leadership Focused Supervisory Skills

Each supervisor should conduct confidential meetings with 1 peer and 2 subordinates to gain 360° feedback before completing the evaluation below.

Leadership Category:

Front Line Supervisor

Subject Matter Expert

Manager

Key Manager

Executive Manager

	Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations
<p><u>JUDGMENT & DECISION MAKING:</u> Identifies and evaluates issues; reaches sound conclusions; generates alternatives; understands consequences; makes accurate and timely decisions; attends to details.</p>				
<p><u>LEADERSHIP & IMPACT:</u> Guides others to work toward common objectives; develops respect, cooperation, and teamwork; takes proactive approach.</p>				
<p><u>COMMUNICATION:</u> Presents information verbally and in written form that is clear, concise, and accurate; keeps subordinates and supervisors informed; listens.</p>				
<p><u>PLANNING & RESOURCE MANAGEMENT:</u> Forecasts needs; sets priorities; effectively uses financial and human resources; proactive.</p>				

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:

Police Department Evaluation

	Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations
<p><u>APPEARANCE:</u> Presents a professional, neat appearance in attire appropriate to assignment or activity. Follows department directives in the wearing of department uniforms. Instills confidence and respect of employees and the department through personal conduct and behavior which professional.</p>				
<p><u>JUDGMENT & DECISION MAKING:</u> Uses appropriate discretion when processing incidents. Displays common sense and makes sound decisions. Arrests reflect appropriate charges for elements present. Requires minimal supervision, but seeks help, clarification, or guidance when appropriate before mistakes are made. Bases enforcement and investigative actions on sufficient facts and evidence.</p>				
<p><u>EFFECTIVENESS UNDER STRESS:</u> Maintains a calm, controlled demeanor in high stress or hazardous situations. Makes logical, sound decisions and communicates effectively under pressure. Clearly recalls, articulates, and documents events or actions taken under high stress situations.</p>				
<p><u>KNOWLEDGE:</u> Understands and properly applies knowledge of city and department directives as well as laws and city ordinances which affect assignment.</p>				
<p><u>REPORT WRITING:</u> Writes a complete, accurate report which is neat, professional, and easy to read and understand. Completes all applicable sections. Accurately and legibly completes proper document forms.</p>				
<p><u>INVESTIGATIONS:</u> Investigates incidents completely, thoroughly, and professionally. Generates and pursues all available investigative leads. Appropriately prioritizes and completes investigations in a timely manner. Utilizes proper questioning techniques during interviews and interrogations. Is aware of investigative resources and utilizes them when needed.</p>				
<p><u>TRAFFIC ENFORCEMENT:</u> Engages in a broad range of enforcement activities including vehicle equipment, parking ordinances, licensing, moving violations, and major offenses. Properly completes thorough accident investigations. Takes a proactive role by increasing traffic safety through identification and enforcement in problem areas.</p>				