

CITY OF MARSHALLTOWN, IOWA EMPLOYEE PERFORMANCE EVALUATION

Employee Name: _____

20__ Performance Evaluation

Department: _____

Anniversary Date: _____

Position: _____

Rating Official: _____

Rating Scale

6 Consistently exceeds expectations and job requirements. Always, constantly, or habitually exceeds relevant performance standards. Provides exceptional leadership, fosters teamwork, is highly productive, highly innovative, positive, responsive, or generates top quality work. Frequently recognized for going above and beyond to meet the needs of others.

5 Meets expectations and occasionally exceed expectations and job requirements. At times, every so often, from time to time exceeds relevant performance standards. Shows initiative and versatility, works collaboratively, or has strong technical & interpersonal skills. Has been recognized for going above and beyond to meet the needs of others more than once this past year.

4 Meets expectations and job requirements on a consistent basis. The employee demonstrates positive performance and is a highly competent employee. Meets all relevant performance standards. May have been recognized for going above and beyond to meet the needs of others once this past year.

3 Usually meets expectations and job requirements. Performance is generally at an acceptable level. Employee may have received coaching or counseling during year -or- employee may benefit from additional training in area.

2 Is not meeting expectations and job requirements. Performance at times is at an acceptable level; however, employee has received coaching or counseling during the year more than once. Additional training has been given and follow up training may be necessary for performance to improve.

1 Consistently does not meet expectations and needs immediate improvement. Employee has not improved from previous training or coaching. Employee may have received verbal warnings and possible disciplinary action and has not demonstrated efforts to improve performance.

Job knowledge

Knowledge of the techniques, skills, processes, procedures, equipment, and materials needed to perform the job.

Rating

Comments:

Productivity & Quality

Work output of the employee. Accuracy and quality of work in general are free from errors and mistakes. Completes high quality work, thoroughly follows standards and procedures, and/or keeps complete records. Pays attention to details, has a strong sense of quality and knows how to achieve it.

Rating

Comments:

Motivation & Initiative

The degree in which the employee exerts effort to perform his or her job. Is self-motivated and demonstrates a sense of urgency in completing tasks. Identifies opportunities and is pro-active in putting forward ideas and potential solutions that will better themselves and the City. Continually looks for ways to improve processes, and has the ability to make constructive suggestions and introduce new ideas. Takes on new responsibilities.

Rating

Comments:

Planning, Organizing & Decision Making

Ability to plan work effectively, coordinates it with others, and establishes practical priorities. The extent to which the employee makes sound decisions.

Rating

Comments:

Communication

Ability to express oneself both orally and in writing. Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information.

Rating

Comments:

Teamwork, Leadership, & Cooperativeness

Willingness to work harmoniously with coworkers, supervisors, and the public. The ability to motivate peers to high levels of performance and achievements. Works on projects as part of a team, exchanging ideas or contributing skills that complement those of the other team members. Demonstrates strong interpersonal skills by being sensitive to the needs, feelings, ideas, and capabilities of others. Approaches others in a non-threatening and pleasant manner and treats them with respect.

Rating

Comments:

Dependability & Attendance

The extent to which the employee can be depended upon to be reliable, trustworthy, and persistent. Fulfills commitments to other team members. Shows up for work on time and ready to work. Uses break and lunch time appropriately. Attends training as scheduled.

Rating

Comments:

Safety

The degree to which the employee follows safety in performance of all tasks. Work attire including footwear meets safety regulations and is worn at all times. For supervisors: Provides and/or oversees appropriate safety training. Is proactive in establishing a safe working environment and is responsive in taking corrective steps with safety incidents.

Rating

Comments:

Overall Performance Score (Average score is automatically calculated)

Those employees who do not have a bargaining unit contract provision addressing step increases shall receive a step increase on his/her next anniversary date with an Overall Performance score of 3.0 and higher.

Average Score

Additional comments not written in previous sections:

Goals:

List the goals that were set during the employee's last performance evaluation and the progress in attaining those goals.

List specific goals to be undertaken during the next evaluation period:

Employee Certification: My signature certifies that this evaluation has been discussed with me by my supervisor. I understand that my signature does not acknowledge that I agree or disagree with this evaluation. Any comments (in agreement or disagreement) concerning the content of this evaluation may be written as a separate document and shall be attached to this evaluation as a permanent part of my employment file. I understand that any written comments that I wish to be included in my file shall be returned to my direct supervisor or Human Resource Director within 7 calendar days of discussion of this evaluation.

Employee's signature: _____ Date: _____

I have discussed this completed evaluation form with the employee and I certify that the evaluation represents my best judgment.

Division Manager Signature: _____ Date: _____

Department Director Signature: _____ Date: _____

Human Resource Director Signature: _____ Date: _____