

2010
CITY OF GREELEY
EMPLOYEE PERFORMANCE APPRAISAL

Name:

Employee Number

Job Title

Last Appraisal Date

Department/Divison

Appraisal Due Date

Overall Appraisal Rating

Next Appraisal Due Date

Reason for Appraisal Annual End of Probation Other

Evaluator's Signature

Evaluator's Name (typed or printed)

If my supervisor has concerns with this appraisal, I will meet again with this employee to discuss these concerns and possible revision of this appraisal.

Employee: I certify that this appraisal has been discussed with me and I Agree Disagree with the ratings
I wish to discuss this appraisal with the next level supervisor in my department Yes No

I would like a copy of the appraisal after all department comments have been made. Copy Sent Date

Comments:

Evaluator's Supervisor

I have reviewed this evaluation and believe it is a fair and accurate picture of the employee's evaluation based on personal observation and from reports from the employee's supervisor.

Signature Date

Comments:

Department Director:

I have reviewed this evaluation and support the appraisal given:

Signature Date

Comments:

Human Resources Department
Representative Signature

Date

CORE FACTORS: Explanations regarding the Core Factors and rating performance descriptions can be found in the [Performance Appraisal Guide](#).

CUSTOMER SERVICE: The effect the employee has on others, including the ability to establish and maintain positive and productive working relationships with external customers, co-workers and internal customers. This factor also includes the extent to which the employee is willing to share special skills in which the employee is proficient and which may not necessarily be a regular part of the employee's job duties (e.g. bilingual interpretation, computer or technical expertise).

Evaluation Elements (Select all that apply):

Outstanding

Successful

Unacceptable

<input type="checkbox"/>	Exhibits objectivity and openness to the viewpoint of others	<input type="checkbox"/>	Establishes and maintains effective relationships
<input type="checkbox"/>	Contributes to building a positive team spirit	<input type="checkbox"/>	Displays positive outlook and pleasant manner
<input type="checkbox"/>	Responds with a sense of urgency to customer problems	<input type="checkbox"/>	Offers assistance and support to co-workers
<input type="checkbox"/>	Analyzes situation from customer perspective to determine the best customer focused response	<input type="checkbox"/>	Works cooperatively in group situations
<input type="checkbox"/>	Anticipates future customer needs and considers how to respond to them	<input type="checkbox"/>	Explains to customers the reasoning behind policies procedures and rules using appropriate facts and data - offers appropriate alternatives or steps to pursue if the customer disagrees with a policy, procedure or rule
<input type="checkbox"/>	Exercises self-control and demonstrates maturity when dealing with stressful customer situations	<input type="checkbox"/>	Works actively to resolve conflicts
<input type="checkbox"/>	Balances priorities by keeping in mind that customer time is prime time	<input type="checkbox"/>	Utilizes special skills such as bilingual interpretation, computer or technical skills normally not associated with this position
<input type="checkbox"/>	Asks questions to determine customer expectations and requirements	<input type="checkbox"/>	Other <input type="text"/>
<input type="checkbox"/>	Exhibits good listening skills, tact and consideration	<input type="checkbox"/>	

OVERALL RATING FOR THIS

Outstanding

DIMENSION (THIS SECTION MUST BE

Excellent

COMPLETED AND EXAMPLES GIVEN

Successful

FOR ALL RATING LEVELS)

Needs Improvement

Unacceptable

SPECIFIC EXAMPLES

Expectations and progress achieved from the previous evaluation period:

Expectations for next appraisal period:

Steps that will assist the employee to meet these expectations (What can employee do? What can management provide to help the employee meet/exceed expectations?):

ATTENDANCE AND PUNCTUALITY:

(For the current appraisal period, how would you rate this employee's attendance and punctuality? This section does not have a point value rather is used as a tool to examine the employee's attendance. If the employee's attendance and punctuality is in the "Lax" or "Often Absent" category, it would be expected that this would affect the employee's ability to satisfactorily perform his/her job duties and, therefore, be reflected in other Core Factors such as Customer Service, On-Going Job Duties, Work Traits and/or Policy Compliance.

ONGOING JOB DUTIES: The amount of job-relevant knowledge and skill an employee has and the extent to which this knowledge and skill is used effectively. This may include possession or mastery of practices, manual skills and techniques, decision-making methods, supervisory skills.

- Very prompt and regular in attendance, above average, pre-planned absences.
- Reports to work on time, normally pre-planned absences.
- Lax in attendance and/or reporting on time, improvement needed to meet required standards.
- Often absent with short or no notice and/or frequently reports to work late or leaves early.

Evaluation Elements (Select all that apply):

Outstanding

Successful

Unacceptable

<input type="checkbox"/>	Job knowledge for this position	<input type="checkbox"/>	Asks for help when needed
<input type="checkbox"/>	Skills needed to perform this job	<input type="checkbox"/>	Meets challenges with resourcefulness
<input type="checkbox"/>	Maintains knowledge and skill levels through training	<input type="checkbox"/>	Exhibits confidence in self
<input type="checkbox"/>	Judgement used by the employee	<input type="checkbox"/>	Serves as a resource for others
<input type="checkbox"/>	Keeps abreast of innovations and new concepts	<input type="checkbox"/>	Other: <input type="text"/>

OVERALL RATING FOR THIS DIMENSION (THIS SECTION MUST BE COMPLETED AND EXAMPLES GIVEN FOR ALL RATING LEVELS)

- Outstanding
- Excellent
- Successful
- Needs Improvement
- Unacceptable

SPECIFIC EXAMPLES

Expectations and progress achieved from the previous evaluation period:

Expectations for next appraisal period:

Steps that will assist the employee to meet these expectations (What can employee do? What can management provide to help the employee meet/exceed expectations?):

WORK TRAITS (Quality, Quantity, and Initiative): The extent to which the employee achieves desired outcomes with a minimum of avoidable errors and problems, as well as a minimum consumption of resources such as time, money and materials. The employee should also produce work in a timely manner, or with approved extensions. Work traits is the extent to which the employee provides input as to how to create a more effective work area, process, product or service.

Evaluation Elements (Select all that apply):

Outstanding

Successful

Unacceptable

<input type="checkbox"/>	Demonstrates accuracy and thoroughness	<input type="checkbox"/>	Applies feedback to improve performance
<input type="checkbox"/>	Displays commitment to excellence	<input type="checkbox"/>	Monitors own work to ensure quality
<input type="checkbox"/>	Looks for and takes advantage of opportunities	<input type="checkbox"/>	Seeks increased responsibilities
<input type="checkbox"/>	Generates suggestions for improving work	<input type="checkbox"/>	Takes the initiative to eliminate activities that do not add value
<input type="checkbox"/>	Reviews the ways things get done to improve efficiency	<input type="checkbox"/>	Produces quantity of work in line with job duties
<input type="checkbox"/>	Looks for ways to improve and promote quality	<input type="checkbox"/>	Other <input type="text"/>
<input type="checkbox"/>	Expresses effective ideas and thoughts both verbally and in writing	<input type="checkbox"/>	

OVERALL RATING FOR THIS

DIMENSION (THIS SECTION MUST BE COMPLETED AND EXAMPLES GIVEN FOR ALL RATING LEVELS)

Outstanding

Excellent

Successful

Needs Improvement

Unacceptable

SPECIFIC EXAMPLES

Expectations and progress achieved from the previous evaluation period:

Expectations for next appraisal period:

Steps that will assist the employee to meet these expectations (What can employee do? What can management provide to help the employee meet/exceed expectations?):

POLICY COMPLIANCE, EQUIPMENT OPERATION/SAFETY: The extent to which the employee follows policies and practices dealing with issues such as record-keeping, personal use of City property, harassment/ violence in the workplace, work safety. This dimension also relates to the extent to which the employee helps others in understanding/ complying with the requirements.

Evaluation Elements (Select all that apply):

Outstanding

Successful

Unacceptable

<input type="checkbox"/>	Observes safety and security procedures	<input type="checkbox"/>	Complies with applicable safety regulations including City and Department Safety policies
<input type="checkbox"/>	Complies with City policies as outlined in the Employee Handbook	<input type="checkbox"/>	Determines appropriate safety action
<input type="checkbox"/>	Reports potentially unsafe conditions	<input type="checkbox"/>	Follows proper procedure for operation of equipment
<input type="checkbox"/>	Knowledgeable about the policies and practices affecting his/her division/ department as well as the City in general	<input type="checkbox"/>	Uses equipment and materials properly
<input type="checkbox"/>	Makes suggestions for revisions to policies and practices (including safety issues) that improves or positively adds to the process	<input type="checkbox"/>	Practices safe work habits and successfully avoids contributing to at-fault vehicle accidents and/or work-related injuries
<input type="checkbox"/>	Looks for ways to improve and promote quality	<input type="checkbox"/>	Respects assigned work hours and time commitment by arriving and departing work per his/her assigned work schedule
<input type="checkbox"/>	Follows attendance policy as set by department/ division This includes no excessive use of sick leave or unplanned, Last-minute use of vacation or other leave	<input type="checkbox"/>	Other <input type="text"/>

OVERALL RATING FOR THIS DIMENSION (THIS SECTION MUST BE COMPLETED AND EXAMPLES GIVEN FOR ALL RATING LEVELS)

Successful
 Needs Improvement
 Unacceptable

SPECIFIC EXAMPLES

Expectations and progress achieved from the previous evaluation period:

Expectations for next appraisal period:

Steps that will assist the employee to meet these expectations (What can employee do? What can management provide to help the employee meet/exceed expectations?):

OVERALL PERFORMANCE RATING:

Customer Service	<input type="text"/>
Ongoing Job Duties	<input type="text"/>
Work Traits	<input type="text"/>
Policy Compliance	<input type="text"/>
Total	<input type="text"/>

Outstanding 5 points | Excellent 4 points | Successful 3 points | Needs Improvement 2 points | Unacceptable 1 point

RECOMMENDATION:

- The employee meets or exceeds performance expectations and is recommended for a merit pay increase and/or performance incentive pay (in years when merit pay increases are budgeted and available).

General Comments

- The employee's appraisal rating is 11 or lower (14 or lower for supervisory employees) and the employee is not recommended for a merit pay increase and/or performance incentive pay (in years when merit pay increases are budgeted and available).

General Comments

- The employee's appraisal rating is 2 or lower in any category and the employee is not recommended for a merit pay increase and/or performance incentive pay and will be placed on probationary status (in years when merit pay increases are budgeted and available).

General Comments

- Employee has been involved in a disciplinary action during this evaluation period, the significance of which is not evident in the appraisal ratings (disciplinary action documentation is available in the employee's personnel file) and the employee is not recommended for a merit pay increase and/or performance incentive pay (in years when merit pay increases are budgeted and available).

General Comments

- Employee has a significant deficiency which the supervisor has determined to be critical to the effective performance of the employee's job. Deficiency is in the following core factor(s) and the employee is not recommended for a merit pay increase and/or performance incentive pay (in years when merit pay increases are budgeted and available).

General Comments

Summary of Goals for next appraisal period: (A consolidated list of goals from the above Core Factors)

I have reviewed this evaluation and believe it is a fair and accurate picture of the employee's evaluation based on personal observation and from reports from the employee's supervisor.

Signature

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if("coreout2" = X) then 5 else 0 endif
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