



Performance Evaluation Goal & Development Form

Employee Name:		Year:	
Position Title:		Department:	
Supervisor/Evaluator:			

City Goals: <i>(received from the Mayor)</i>	
Departmental Goals: <i>(defined by Department Head and applicable to all department employees)</i>	

1. Job Performance Standards / Core Competencies

Each employee will be evaluated on the following five core competency areas. Please indicate how the performance standard/competency will be measured.

Performance Standard / Competency	COMMUNICATION/CUSTOMER SERVICE
How will it be measured	
Performance Standard / Competency	PROFESSIONALISM
How will it be measured	
Performance Standard / Competency	PRODUCTIVITY, TEAMWORK & ATTENDANCE
How will it be measured	
Performance Standard / Competency	FOLLOWING POLICIES/PROCEDURES
How will it be measured	
Performance Standard / Competency	JOB KNOWLEDGE
How will it be measured	

2. Individual Development Goals/Special Projects/SMART Goals

Enter individual development goals for this specific employee. Development goals may include training opportunities, Performance Improvement Plans, list of expectations, development of a specific competency, formal training, serving on a board, development of a new process, etc.

Development Goal or Special Project	
How it will be achieved	

Development Goal or Special Project	
How it will be achieved	

Development Goal or Special Project	
How it will be achieved	

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How it will be achieved	

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How it will be achieved	

Development Goal or Special Project	
How it will be achieved	

Employee Name:		Year:	
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3. Mid-Year Review/Comments (July)

Employee should fill out the comments/evaluation prior to meeting with the supervisor. Supervisor and employee will then meet to discuss the status of goals, performance standards, and development goals set previously for the year. If there is a delay in accomplishing either the goals or development plans, this meeting should include discussion on how to reprioritize in order to meet deadlines. The supervisor will then provide comments and/or an evaluation of the mid-year progress (add additional pages if necessary). Goals should auto-populate from the goal-setting section.

	Job Performance Standard / Core Competencies	Individual Development Goal or Special Project
	COMMUNICATION/CUSTOMER SERVICE	
Mid-Year Employee Comments		
Mid-Year Supervisor Comments		
	PROFESSIONALISM	
Mid-Year Employee Comments		
Mid-Year Supervisor Comments		
	PRODUCTIVITY, TEAMWORK & ATTENDANCE	
Mid-Year Employee Comments		
Mid-Year Supervisor Comments		
	FOLLOWING POLICIES/PROCEDURES	
Mid-Year Employee Comments		
Mid-Year Supervisor Comments		
	JOB KNOWLEDGE	
Mid-Year Employee Comments		
Mid-Year Supervisor Comments		
Mid-Year Employee Comments		
Mid-Year Supervisor Comments		

Employee Name:		Year:	
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Mid-Year Employee Comments		
Mid-Year Supervisor Comments		

Mid-Year Employee Comments		
Mid-Year Supervisor Comments		

Date of mid-year evaluation:

Employee Name:

Year:

4. Annual Evaluation (December & January)

The annual evaluation should be completed for all employees (except for employees hired in December) using the following steps:

Please note: If an employee began working mid-year, you may not have any Individual Goals, Special Projects, or SMART Goals to evaluate. However, you should evaluate the employee on the Job Performance Standards/Core Competencies, keeping in mind the employee is at an entry-level status and adjusting the measurement criteria accordingly.

1. Employee should fill out the self-evaluation stating what was done to meet each goal and whether the goal was met. The employee may wish to add any other pertinent information clarifying goals or performance to the Additional Comments section. The Evaluation form should be emailed to the supervisor by the employee upon completion of this step.
2. The supervisor should then fill out the evaluation for each goal or standard indicating whether the goal was met by the employee and also provide a rating for each goal. Please note that if an employee has failed to meet or exceed expectations for any of the annual goals, the employee's Overall Rating should be "Below Expectations," unless the supervisor can justify the reason for the employee not meeting expectations due to extenuating circumstances. The supervisor may choose to use the Additional Comments section to add any other information not covered previously in the evaluation that supports the supervisor's overall rating of the employee.
3. The final step is for the supervisor and employee to meet to discuss the status of goals, performance standards, development goals and special projects. Discussion at this meeting should be about the employee's performance and whether the employee met the goal based on the previously agreed to measurements that were set for each goal (add additional pages if necessary). The supervisor should inform the employee whether or not an annual step increase is being recommended.
4. The supervisor and employee should sign the form and if necessary, forward it to the department head for approval and signature.
5. Completed evaluations should be sent to Human Resources.
6. Goal setting and development for the following year should be done either in this meeting or in a subsequently scheduled meeting (use a new form). Supervisors should use this opportunity to discuss the career goals of their employees and how their employees can achieve those goals through succession planning, personal development, tuition reimbursement program, etc. Goals should be kept within each department for use in reviews and evaluations for the following year.

Please use the following rating system when completing employee evaluations. Be sure to provide comments to support the rating.

Above expectations:	The employee consistently performs at a significantly higher level compared to the standards established by the supervisor and the job description. Employee possesses the necessary skills to have a thorough working knowledge of responsibilities. The supervisor must provide specific examples of the employee performing above expectations to justify giving this rating.
Meets expectations:	The employee consistently performs at an acceptable level and rarely fails to complete assigned tasks. Employee is able to meet the standards established by the job description and supervisor.
*Below expectations:	The employee performs below the acceptable level and does not meet the standards established by the supervisor and job description. Employee is inconsistent and/or ineffective.
Developing/In Process	The employee is a new employee or is being coached or progressing through a performance improvement plan and will be evaluated upon completion.

*Any area in which the employee receives a rating of "Below Expectations" warrants attention. The supervisor will be responsible for developing an action plan which includes periodic reviews until the employee has reached an acceptable rating.

Employee Name:		Year:	
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ANNUAL EVALUATION

Goals should auto-populate from the goal-setting section.

	Job Performance Standard or SMART Goal	Individual Development Goal or Special Project
	COMMUNICATION/CUSTOMER SERVICE	
Year-End Employee Self-Evaluation		
Year-End Supervisor Evaluation		

Rating (Drop Down): Choose an item. Choose an item.

	PROFESSIONALISM	
Year-End Employee Self-Evaluation		
Year-End Supervisor Evaluation		

Rating (Drop Down): Choose an item. Choose an item.

	PRODUCTIVITY, TEAMWORK & ATTENDANCE	
Year-End Employee Self-Evaluation		
Year-End Supervisor Evaluation		

Rating (Drop Down): Choose an item. Choose an item.

	FOLLOWING POLICIES/PROCEDURES	
Year-End Employee Self-Evaluation		
Year-End Supervisor Evaluation		

Rating (Drop Down): Choose an item. Choose an item.

	JOB KNOWLEDGE	
Year-End Employee Self-Evaluation		
Year-End Supervisor Evaluation		

Rating (Drop Down): Choose an item. Choose an item.

Employee Name:		Year:	
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Year-End Employee Self-Evaluation		
Year-End Supervisor Evaluation		

Rating (Drop Down):

Choose an item.

Year-End Employee Self-Evaluation		
Year-End Supervisor Evaluation		

Rating (Drop Down):

Choose an item.

Year-End Employee Self-Evaluation		
Year-End Supervisor Evaluation		

Rating (Drop Down):

Choose an item.

5. Additional Comments

This section should be completed prior to annual evaluation meeting Supervisor will provide an overall rating below along with comments supporting the rating.

Employee Comments <i>(*attach additional information on separate page if needed)</i>
Supervisor Comments

Date of annual evaluation:	
*Overall Annual Performance Rating:	<u>Choose an item.</u>
Step increase:	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>

**If any employee has not met expectations for any of the goals, "Below Expectations" should be chosen for the Overall Rating.*

Employee Date Supervisor / Evaluator Date

Human Resources Date Department Head Date

Employee Name:		Year:	
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