

Town of Sunapee
Non-supervisory Performance Evaluation

Date of Evaluation _____

Evaluation Period: From _____ to _____

Employee _____
Last First Initial

Department _____ Job Title _____

Hire (Anniversary) date _____

Performance Evaluation completed by _____

Type of evaluation: (Check one)

- Probationary progress
- Conclusion of probation
- Annual
- Promotion/transfer
- Other (specify - temporary, seasonal, etc.)

Employee status: (Check one)

- Full-time
- Part-time
- Remedial/development

INSTRUCTIONS:

1. Please type or use ink.
2. This Performance Evaluation should be completed only by those who have directly observed the job performance of the employee being rated.
3. Before commencing the evaluation, review the applicable guidelines.
4. Annual or probationary evaluations must be submitted to Town Manager as close to the anniversary date of the employee as possible. Conclusion of Probation evaluations must be submitted to the Manager by the conclusion of probation.
5. The original completed Performance Evaluation must be filed in the employee's personnel folder.

PART I. EVALUATION:

Read each performance category and its definition. Review the descriptions of performance and circle the number which the description most nearly reflects the performance of the employee being evaluated. Ratings of a one (1) must be accompanied by an explanatory statement in Part II (Summary of Comments). Ratings of five (5) must also be accompanied by such a statement which highlights exemplary performance. These statements should identify the specific performance dimensions which either require correction or are being highly praised.

1. ACCURACY is the correctness of work duties performed.
 1. Makes frequent errors, thorough work review constantly required.
 2. Makes recurrent errors, above normal work review required.
 3. Makes only average number of mistakes, normal work review required only.
 4. Is exact and precise most of the time, spot reviews required only.
 5. Is exact and precise, requires absolute minimum of review.Comments:

2. ALERTNESS is the ability to grasp instructions, to meet changing conditions and to solve novel or problem situations.
 1. Slow to "catch on".
 2. Requires more than average instructions and explanations.
 3. Grasps instructions with average ability.
 4. Usually quick to understand and learn.
 5. Exceptionally keen and alert.Comments:

3. ATTENDANCE relates to the degree of regularity in daily work attendance.
 1. Attendance very undependable, seriously hinders department operations.
 2. Attendance is irregular, hinders department operations.
 3. Attendance is dependable, absences within normal limits.
 4. Attendance is commendable, rarely absent.
 5. Attendance is exemplary, never absent.# of sick hours used during rating period _____

Comments:

4. PUNCTUALITY is the ability to arrive early or on time for work or a project.
 1. Very excessive time loss due to tardiness.
 2. Time loss due to tardiness is above acceptable limits.
 3. Time loss due to tardiness is within acceptable limits.
 4. Employee is punctual, seldom tardy.
 5. Employee is invariably prompt and punctual.Comments:

5. COURTESY is the polite attention an individual gives other people within the work setting. (i.e.: public, supervisors, co-workers, etc.)
1. Blunt, discourteous, antagonistic.
 2. Sometimes abrasive or discourteous.
 3. Agreeable and pleasant.
 4. Always very polite and willing to help.
 5. Inspiring to others in being courteous, very pleasant.
- Comments:
6. INDEPENDENCE is the ability to consistently do required jobs well, in a timely fashion and with minimal supervision.
1. Requires close supervision, frequent prompting required to meet deadlines.
 2. Sometimes requires prompting to meet deadlines.
 3. Usually takes care of necessary tasks and completes with reasonable promptness.
 4. Requires little supervision, is reliable.
 5. Requires absolute minimum or no supervision, is a self-starter.
- Comments:
7. DRIVE is the desire to set and to attain goals, to achieve.
1. Level of effort unacceptable, little evidence of desire to achieve.
 2. Below average drive, puts forth minimal effort to achieve.
 3. Has average drive usually puts forth effort to achieve.
 4. Strives hard, has high desire to achieve.
 5. Sets high goals and strives incessantly to achieve.
- Comments:
8. NEATNESS is the degree to which an individual keeps work area clean and orderly. (i.e.: desk, office, storage areas, public area, car, truck cab, etc.)
1. Disorderly or untidy.
 2. Some tendency to be disorderly and untidy.
 3. Ordinarily appearance of work area is acceptable.
 4. Quite conscientious about neatness and cleanliness.
 5. Always neat, clean and orderly.
- Comments:
9. COMMITMENT TOWARD THE JOB is the degree of interest demonstrated in the job.
1. Carries out tasks half-heartedly or reluctantly.
 2. Sometimes appears indifferent toward job.
 3. Shows sufficient interest in the job.
 4. Shows great interest in job.
 5. Exceptionally enthusiastic about the job.
- Comments:

10. JOB KNOWLEDGE is the total knowledge and information possessed about all types of work, which an employee should know to carry out work duties satisfactorily.
1. Very little knowledge and information about work duties, serious knowledge retention problem.
 2. Lacks knowledge and information of some phases of the job, some trouble with knowledge retention.
 3. Sufficient knowledge and information to perform job, answers most common questions.
 4. Very good knowledge and information to perform the job, understands nearly all phases of work.
 5. Has complete knowledge and understanding of all phases of job.

Comments:

11. PERSONAL APPEARANCE is the degree of appropriateness of an individual's overall appearance to the job being performed and to the job setting. (i.e.: grooming, dress, cleanliness, etc.)
1. Appearance repeatedly and or severely inappropriate.
 2. Appearance is inappropriate with frequency.
 3. Appearance typically in harmony with job expectations.
 4. Careful about personal appearance.
 5. Unusual and commendable attentiveness to personal appearance.

Comments:

12. PHYSICAL PERFORMANCE is the degree to which the individual is able to perform the physical performance requirements of the job. (i.e.: physical alertness, dexterity, energy, stamina.)
1. Unable to satisfactorily perform major physical elements of job.
 2. Has some difficulty in satisfactorily performing major physical elements of job.
 3. Performs physical aspects of job satisfactorily.
 4. Performs physical aspects of job very well.
 5. Performs physical aspects of job exceptionally well.

Comments:

13. QUANTITY OF WORK is the amount of satisfactory work output.
1. Unacceptable level of output.
 2. Level of output is marginal, inconsistent.
 3. Volume of work is satisfactory.
 4. Turns out more than is required, very industrious.
 5. Exceptionally high output.

Comments:

14. STABILITY is the ability to withstand pressure and to remain calm in a crisis situation.

1. Low tolerance for crises, "goes to pieces" too easily.
2. Below average tolerance for crises, is easily irritated.
3. Has average tolerance for crises, usually remains calm.
4. Tolerates most pressure, performs very well during crisis situations.
5. Thrives under pressure, performs exceptionally well under crisis situations.

Comments:

15. TEAMWORK is the extent to which the individual is able to work effectively with peers and supervisors in the accomplishment of work projects or goals.

1. Inclined to be quarrelsome, uncooperative, has negative attitude.
2. Has some difficulty working with others.
3. Congenial and cooperative, works effectively with others.
4. Relates to others well, above average ability to work with others.
5. Works extremely well with others, demonstrates exceptional interpersonal skills.

Comments:

16. ATTENTION TO SAFETY is the adherence to rules and practices of safety in performing duties.

1. Often takes unnecessary risks, disregards usual safety practices, attention to safety unacceptable.
2. Sometimes takes unnecessary risks, occasionally disregards usual safety practices.
3. Is attentive to normal rules of safety.
4. Is safety conscious, acts to correct unsafe conditions.
5. Very safety conscious, promotes safety in the work place.

Comments:

17. FOLLOW THROUGH is the ability to finish assigned tasks and duties.

1. Does not follow through on assigned tasks, unacceptable.
2. Often does not follow through on assigned tasks, needs reminding and improvement.
3. Generally completes assigned tasks in the expected or scheduled time frame.
4. Almost always completes assigned tasks without reminders, on time, commendable.
5. Always completes assigned tasks on time or ahead of schedule, exemplary.

Comments:

PART II, SUMMARY:

Evaluation Period: From _____ to _____

| Summary of Performance Dimensions | 1 | 2 | 3 | 4 | 5 | Summary of Performance Dimensions | 1 | 2 | 3 | 4 | 5 |
|-----------------------------------|---|---|---|---|---|---|---|---|---|---|---|
| 1. Accuracy | | | | | | 11. Personal Appearance | | | | | |
| 2. Alertness | | | | | | 12. Physical Performance | | | | | |
| 3. Attendance | | | | | | 13. Quantity of Work | | | | | |
| 4. Punctuality | | | | | | 14. Stability | | | | | |
| 5. Courtesy | | | | | | 15. Teamwork | | | | | |
| 6. Independence | | | | | | 16. Attention to Safety | | | | | |
| 7. Drive | | | | | | 17. Follow through | | | | | |
| 8. Neatness | | | | | | | | | | | |
| 9. Commitment | | | | | | | | | | | |
| 10. Job Knowledge | | | | | | Total ranking score (add each point for all 17) | | | | | |

For non-supervisory employees middle of the road performance = 51 points (deviation from this ranking is consideration for merit justification in addition to overall performance.

It is important to judge if the employee has made any strides for improvement over the previous year either in knowledge or skills to warrant a merit increase. Completeing another year with nothing further to offer the position nor remedial action of the part of the employee does not warrant a merit increase.

Summary of Comments: (explanations of 1's and/or 5's from above.)

PART III, A, RECOMMENDATION FOR PROBATIONARY EMPLOYEE:

Recommendation for probationary employee: (check all that apply)

- End probation and continue in service in new position
- Issue merit increase
- Reinstatement to former position
- Release from service
- Extended for _____ months of additional probation
- Other (specify below)

PART III, B, RECOMMENDATION FOR NON-PROBATIONARY EMPLOYEE:

Recommendation for non-probationary employee: (check all that apply)

- Continue in service
- Recommend merit increase
- Remedial action. Refer to Part IV for specifics.
- Other (specify below)

PART IV, FUTURE GOALS: Use this space to “look ahead” with the employee. Summarize any goals objectives or projects which could be worked on for the next review period.

PART V, EVALUATION REVIEW:

Employee: I have reviewed this evaluation and have discussed it with my supervisor. My signature does not necessarily indicate my full agreement. I understand that I may indicate my reservations or disagreement with this rating in the space provided below or may request a review by a higher authority.

Employee's signature

Date

Comments:

Evaluator: (If the department head is the evaluator, skip this section.)
I have reviewed this personnel evaluation report with the employee.

Evaluator's signature

Date:

Comments:

Department Head:

I have reviewed this evaluation and _____ I concur, _____ I do not concur for reasons listed below. My recommendation is written below in the comment section.

Department Head's signature

Date

Deleted: Pay increase
from: _____ to

Comments:¶
¶

Town Manager

I have reviewed this evaluation and _____ I concur, _____ I do not concur, for reasons listed below. See comment section below.

Town Manager's signature

Date

Comments: