

# Town of Berlin



## Employee Performance Appraisal Form

Employee Name:		
Position Title:		
Department:		
Appraisal of FY____ Performance	Mid-Year Review? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary (\$) or Grade/Step:

### **Purpose of Performance Appraisal:**

- Enable joint planning and communication between a supervisor and employee on what the employee is expected to accomplish
- Ensure that an employee's performance is evaluated in terms of measurable results as well as how these results are achieved
- Specify clear and explicit performance measures, jointly established by the employee and supervisor that are objective indicators of whether performance objectives are met. This will also promote ongoing communication
- Identify a plan to promote the employee's professional development that can include educational and training opportunities
- Identify corrective action needed to be taken by the employee and supervisor in instances where an employee has not accomplished a performance objective
- At the completion of the annual review, initiate the groundwork for establishing the performance objectives and expectations for the upcoming year

### **Key Performance Factors and Expectations**

In addition to targeting performance toward specific outcomes or results, it is important to consider the employee's performance in key performance areas. The supervisor and the employee should discuss performance expectations for each of the key performance factors. The key performance factors are discussed below:

#### **Planning and Organizing**

- Establishes reasonable goals and ensures completion

- Formulates ideas utilizing facts and past experience to deal with work assignments
- Defines work unit objectives and priorities and designs work strategies
- Assigns responsibilities to unit members that are consistent with unit goals and works with team to ensure that goals are met

### **Personnel Supervision (If applicable)**

- Selects and supervises personnel effectively
- Motivates team action and appropriately delegates authority
- Provides or recommends proper training and development
- Builds effective and efficient organization through sound personnel practices
- Administers performance appraisal system program effectively

### **Decision Making**

- Makes decisions as appropriate for position
- Makes judgments based on rational objective standards
- Takes appropriate action to deal with administrative, technical and operational problems commensurate with level of responsibility

### **Customer Service**

- Works effectively with all levels of personnel inside and outside the agency
- Gives prompt and courteous attention to inquiries from the public
- Inspires confidence in and positive attitude toward the organization's management

### **Communication of Information**

- Strengthens overall management capacity by ensuring good internal communication
- Effectively and persuasively communicates information to the public about the department's programs and policies

### **Policies & Procedures Compliance**

- Adheres to all standard operating procedures and ensures compliance with all written policy directives
- Meets deadlines as required

### **Financial Management**

- Plans and monitors fiscal matters to achieve goals and meet budgetary requirements
- Maintains full knowledge and control of assigned budget items and expenditures
- Initiates and implements cost effective methods and techniques
- Provides effective service within appropriate budget allocations

**Performance Factors and Expectations (N/A is acceptable as a response – Rating criteria are provided on subsequent pages)**

Area	Exceeds Expectations (5)	Meets Expectations (3 or 4)	Did Not Meet Expectations (1 or 2)
Planning & Organizing			
Personnel Supervision			
Decision Making			
Customer Service			
Communication of Information			
Policies & Procedures Compliance			
Financial Management			

**Comments must be provided to justify the ratings above:**


**Summary of Yearly Review**

At the end of the 12 month period, the employee and supervisor will meet to determine whether each objective and expectation has been accomplished. The supervisor will also assess performance, after discussion with the employee, in terms of the key performance factors.

**Performance Objectives and Expectations Overall Rating:**

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Did Not Meet Expectations <input type="checkbox"/>
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**Comments must be provided to justify the ratings above:**


## Professional Development Plan

As a result of their discussion of the employee's performance at the annual review, the employee and the supervisor will develop a plan for the employee's professional growth. The plan can include participation in training or educational program(s) or the opportunity to develop new skills and/or additional work assignments.

Skills and Knowledge to Develop:


Training/Educational Program:


Additional Assignment(s):


## Corrective Action Steps

If the employee is rated a 1 or a 2, the manager MUST provide specific corrective steps to address the issues. The supervisor should specify the corrective action steps that will be taken by the employee and the supervisor to improve performance.

Corrective Action to be taken and timeframe:


Employee Comments (if any):


Manager Comments (if any):


Third Party Comments (if any):


## Signatures Performance Evaluation/Corrective Steps (if necessary)

<b>Employee Signature*:</b>		<b>Date:</b>	
<b>Manager Signature</b>		<b>Date:</b>	

\* Note: An employee's signature does not necessarily indicate agreement with the evaluation contents.

### About the Rating Scale

When the employee and supervisor meet at the beginning of the year to establish objectives, they will also review each of these criteria as they relate specifically to that employee's responsibilities.

As part of the mid-year progress review, the employee will also make a preliminary assessment of the employee's performance against these objectives. A final assessment, based on a full year's performance, will be made at the close of the appraisal year, along with an appraisal of the employee's attainment of objectives. In order to maintain consistency of application of the appraisal system, the following rating scale must be utilized by all supervisors conducting appraisals.

**Exceeds Expectations (5):** A unique performer who **consistently surpasses** responsibilities of the position and achieves **well beyond** normal expectations. Shows **exceptional** accomplishments, often overcomes difficult obstacles. Demonstrates initiative and creativity that clearly contributes to a **significant** improvement in the department's or town's services.

**NOTE:** This rating should only be used in rare and well-substantiated cases

**Meets Expectations (3 or 4):** Generally meets and **occasionally exceeds** established standards or objectives. Performs **reliably** and requires **normal supervision** and follow-up. Possesses and fully utilizes knowledge, skills and ability to meet position's responsibilities.

**NOTE:** This rating is the most common in a yearly review

**Did Not Meet Expectations (1 or 2):** Performs **below** the expected level of established standards. Objectives and expectations are **not fully met** and often requires close supervision and/or corrective action. Shows **limited knowledge**, skills and ability to meet job responsibilities. Performs at an **unacceptable level**, poor performance has had adverse effect on the department's operations, other employees.

**NOTE:** Occasionally, an objective may not be met due to extenuating variables or circumstances. However, this does not necessitate a rating of "Did Not Meet". For instance, a manager who could not reach a goal because a new law was passed, may be meeting expectations as a manager, but not be able to meet the objective identified at the beginning or mid-point of the year, and should not be rated negatively for failure to attain that goal.