



HOURLY EMPLOYEE PERFORMANCE EVALUATION

Employee Name:	Employee Number:
Department:	Dept. Number:
Job Title:	Date of Hire:
Supervisor:	Evaluation Period:
EVALUATION TYPE: Probationary Annual Conditional Special	

Performance evaluations are intended to measure the extent to which the employee's performance meets the requirements of a particular position and to establish goals for the future; strengthen the relationship with you and the employee; open up channels of communication; appraise past performance; recognize good performance; and identify areas that might require improvement.

INSTRUCTIONS:

Listed on the following pages are a number of performance factors that are important in the successful completion of most assignments. A list of qualities has been included to assist in evaluating an employee's performance in each area. Factor 1 applies the City's Core Values. Factors 2-9, applies the Employee's Core Competencies. To complete the Performance Appraisal Form, place an "☒" under the level of achievement, which most accurately describes the employee's performance on each factor.

In the spaces provided by each of the performance factors, you are encouraged to support your ratings with clarifying comments and specific examples which occurred during the review period that determined or affected the level of achievement marked. Factors rated anything other than "Meets Expectations" must be supported with examples or reasons. If a category of performance is not rated by the appraiser a justification must be provided in the section.

After the entire form has been completed and reviewed, the original is forwarded to the Human Resources Division. Both the supervisor and the employee retain a copy.

DEFINITION OF TERMS:

BELOW EXPECTATIONS (BE)	Meets some of the established objectives and expectations but definite areas exist where achievement is substandard. Performance requires somewhat more than normal degree of direction and supervision.
MEETS EXPECTATIONS (ME)	Meets established objectives in a satisfactory and adequate manner. Performance requires a normal degree of supervision.
OFTEN EXCEEDS EXPECTATIONS (OE)	Accomplishments are above expected level or essential requirements. Displays a high level of factor related skills, abilities, initiative, and productivity, exceeding requirements in some areas, but not consistently or not without exception.
CONSISTENTLY EXCEEDS EXPECTATIONS (CE)	Job performance easily exceeds job requirements; performance approaches best possible attainment. Displays at all times, without exception, a consistently high level of factor skills, abilities, initiative, and productivity. All assignments/responsibilities are completed beyond the level of expectations.

PERFORMANCE FACTORS				
CITY'S CORE VALUES				
	BE	ME		
1. INTEGRITY				
<ul style="list-style-type: none"> Conducting ourselves in a moral, ethical, and honest manner. 				
	BE	ME		
ACCOUNTABILITY				
<ul style="list-style-type: none"> Citizens, Staff and City Council taking ownership and responsibility to promote public trust. 				
	BE	ME		
LEADERSHIP				
<ul style="list-style-type: none"> Encouraging community participation, inclusivity and awareness and exhibiting actions that serve as persuasive examples for others to follow. 				
	BE	ME		
PROFESSIONALISM				
<ul style="list-style-type: none"> Serving the community competently and efficiently with character and a positive attitude. 				
	BE	ME		
EXCELLENCE				
<ul style="list-style-type: none"> Providing responsive and exceptional customer service. 				
	BE	ME		
RESPECT				
<ul style="list-style-type: none"> Treating the public and one another with dignity, consideration and compassion. 				
Overall comment related to meeting the City's Core Values:				
EMPLOYEE'S CORE COMPETENCIES				
	BE	ME	OE	CE
2. ATTENDANCE AND PUNCTUALITY				
<ul style="list-style-type: none"> Arrives on time for scheduled work Prompt, shows responsibility toward regular attendance Adheres to work schedule Provides appropriate advance notice of absences or tardiness in accordance with attendance policy 				
Examples or reasons to support this rating:				
	BE	ME	OE	CE
3. KNOWLEDGE/PERFORMANCE OF OVERALL JOB DUTIES				
<ul style="list-style-type: none"> Understands job procedures and equipment essential to job Stays up to date on job methods, skills, and techniques Understands job functions within the organizational structure Adheres to established rules and regulations Follows safety procedures and equipment, wears proper PPE 				
Examples or reasons to support this rating:				

	BE	ME	OE	CE
4. QUALITY				
<ul style="list-style-type: none"> • Produces a final work product that is accurate and complete • Corrects errors and recognizes inconsistencies in work assigned • Organizes work to make duties easier and the supervisor’s job easier • Maintains awareness of changes in technical areas and responds to those changes • Achieves results consistent with job expectations and performance standards 				
Examples or reasons to support this rating:				
	BE	ME	OE	CE
5. QUANTITY				
<ul style="list-style-type: none"> • Provides acceptable amount of work • Accomplishes volume of work efficiently and promptly • Meets job requirements and produces results within established time limits • Uses available work time effectively, plans and prioritizes work, sets and accomplishes goals, and completes assignments on schedule • Maintains output level consistent with job expectations and performance standards 				
Examples or reasons to support this rating:				
	BE	ME	OE	CE
6. ORGANIZE, PRIORITIZE AND SCHEDULE				
<ul style="list-style-type: none"> • Effective in routine tasks • Determines priority and schedule of duties • Completes assignments within time expected, meets schedules • Capable of coordinating tasks in changing situations 				
Examples or reasons to support this rating:				
	BE	ME	OE	CE
7. DEPENDABILITY				
<ul style="list-style-type: none"> • Changes schedule/plans in order to meet deadlines • Accomplishes all tasks within the proper time frame • Completes work thoroughly, eliminating the need for close review • Demonstrates general knowledge of the supervisor’s work and department functions • Applies knowledge so matters are attended to/referred to appropriate person for action • Puts forth extra effort when needed 				
Examples or reasons to support this rating:				

	BE	ME	OE	CE
8. INITIATIVE/RESOURCEFULNESS				
<ul style="list-style-type: none"> • Contributes suggestions and ideas or develops options • Seeks out new and better ways of accomplishing tasks • Identifies and applies available information and resources • Generates effective ideas and solutions • Seeks additional tasks as time permits • Performs work without being told 				
Examples or reasons to support this rating:				
	BE	ME	OE	CE
9. RELATIONSHIPS WITH OTHERS AND COMMUNICATION				
<ul style="list-style-type: none"> • Uses tact to diffuse difficult situations • Offers help to others when time permits • Responds effectively and courteously to others • Contributes to improve the level of employee morale • Addresses and resolves conflict/problem situations with others • Works and communicates effectively with coworkers and supervisors • Receives, comprehends and disseminates oral and written communication • Develops and maintains a positive relationship within the City environment 				
Examples or reasons to support this rating:				

SUMMARY APPRAISAL SHEET

Employee Name:

Employee Number:

Review the ratings assigned to the performance factors on the previous pages. Check the category below which most clearly describes the employee's total performance:

BELOW EXPECTATIONS

MEETS
EXPECTATIONS

OFTEN EXCEEDS
EXPECTATIONS

CONSISTENTLY EXCEEDS
EXPECTATIONS

OTHER INFORMATION:

NUMBER OF AT-FAULT ON-THE-JOB ACCIDENTS REPORTED DURING RATING PERIOD:

ATTENDANCE DURING RATING PERIOD:
TOTAL HOURS WORKED:

SICK LEAVE:

SUMMARY OF DISCIPLINARY ACTIONS REPORTED DURING RATING PERIOD:

VACATION:

BEREAVEMENT:

OVERTIME:

ADMINISTRATIVE LEAVE:

OTHER:

EMPLOYEE'S COMMENTS (Submit within 3 working days of evaluation receipt) – Employee comments are optional but encouraged. Comments should be specific to your overall performance and include any areas of performance that you wish to target for improvement. Use additional sheet if necessary.

SUPERVISOR'S COMMENTS

Employee's Signature Note: Employee's signature does not signify agreement with the supervisor's rating, but indicates that the evaluation has been discussed with the employee.

Employee's Signature

Title

Date

Immediate Supervisor's Signature

Title

Date

Division Head

Title

Date

Department Head

Title

Date