



EMPLOYEE PERFORMANCE EVALUATION

Mission Statement

The Town of Vienna strives to employ people with the highest level of moral integrity and strong work habits. We believe in hiring and retaining quality people who strive for excellence. We are committed to providing the highest possible level of professional service to the citizens of the Town of Vienna.

Part I: EMPLOYEE INFORMATION

Employee Name:		Department:	
Job Title:		Date of Hire Regular F/T or P/T:	
Evaluation Period:	From: _____ (date)	To: _____ (date)	Supervisor Name:
			Reviewer Name:

Part 2: TYPE OF EVALUATION (check one)

Annual

Semi-Annual

Probationary

Other*

Review to be conducted annually during fiscal year evaluations.

Review may be conducted semi-annually during evaluation year.

Evaluation required to be conducted before 12 months after hire, promotion or transfer.

Review to be conducted when an employee's performance falls below "Meets Expectations," or as determined for Senior Management.

*Reasons: _____

Part 3: FINAL RESULTS (check one)

Employee – 6A

Supervisor – 6A, 6B

Manager / Supervisor of Supervisors – 6A, 6B, 6C

Total Point Score*

Award Annual Increase:

Yes

No (Justification)

N/A

*Sum of total number of points awarded ÷ total number of categories rated.

SIGNATURES

Employee Statement:

My signature indicates that this review has been discussed with me. It does not indicate that I agree or disagree. I have been given the opportunity to write my comments on the following page.

Supervisor/Evaluator: _____ Date: _____

Reviewer: _____ Date: _____

Employee: _____ Date: _____

Department Director: _____ Date: _____

Town Manager (for Executives): _____ Date: _____

Part 4: GOALS ACCOMPLISHMENT

<p><u>Previous</u> Period Goals/Actions Steps:</p>	<p><u>Status/Outcome/Comments:</u></p>
<p><u>Next</u> Period Goals:</p>	<p>Action Steps:</p>

PERSONAL DEVELOPMENT

Areas for Career Enhancement	Recommended Action	Target Date

VALUE ADDED – Accomplishments; Recognitions during Year

Part 5: EVALUATION SUMMARY REVIEW

PERFORMANCE LEVELS

L5 (4.10-5.00) Stellar (Consistently stellar performance)	L4 (3.55-4.09) Exceeds Expectations (Generally exceeds standards)	L3 (2.83-3.54) Consistently Meets Expectations (Consistently meets requirements of job)	L2 (2.00-2.82) Does Not Meet Expectations (Inconsistent performance; falling short of expectations)	L1 (≤ 1.99) Unsatisfactory (Fails; unacceptable job performance)
Requires documentation to justify rating	<i>Documentation recommended to justify rating.</i>	<i>Documentation recommended to justify rating.</i>	Requires documentation to justify rating	Requires documentation to justify rating
			Requires 3-month Performance Improvement Period.	Requires 1-month Performance Improvement Period.

Performance Improvement Plan to Achieve Level 3

Item	Explanation – Outcome Anticipated

Re-evaluation due: _____
 (date)

Supervisor Summary Comments:

 Evaluator Initials:

Employee Summary Comments:

 Employee Initials:

Part 6-A: PERFORMANCE EVALUATION

Summarize accomplishments over look-back period. Additional summary or comments may be attached as needed. Refer to "General Job Competencies Levels" for Comments box.

<p>EMPLOYEE <i>This section is completed for all employees.</i></p>	<p>Comments <i>Required for Rating of L1, L2 or L5 (Recommended for L3 or L4)</i></p>
<p>Job Knowledge Applies the knowledge, skills, and abilities to accomplish individual and/or work group objectives. Utilizes Town resources effectively and appropriately. Adheres to standard safety practices and procedures. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Tools & Technology Applies and optimizes appropriate trade and/or professional tools or technology. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Quality & Consistency of Work Accomplishments Produces good quality and accurate work relevant to individual and/or work group objectives consistently. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Service & Communications Provides effective internal and/or external customer service; communicates and collaborates with coworkers, supervisors and subordinates, and/or citizens. Fosters commitment and team spirit. Demonstrates positive and professional demeanor. Resolves conflicts and disagreements in a constructive manner. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Reliability & Independence Is dependable, trustworthy, and accountable for accomplishing work objectives with minimum supervision appropriate to the job level. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Innovation, Motivation & Initiative Demonstrates initiative in meeting work objectives; takes on new responsibilities as necessary; is willing to make changes that improve the quality, speed and cost effectiveness of service delivery. Serves as a role model within the department and/or work group. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	

PART 6-B: PERFORMANCE EVALUATION

Summarize accomplishments over look-back period. Additional summary or comments may be attached as needed.

SUPERVISOR	Comments
<i>Sections A and B are utilized for first-line supervisors.</i>	<i>Required for Rating of L1, L2 or L5 (Recommended for L3 or L4)</i>
<p>Program Management Accomplishes department/division objectives; demonstrates initiative and a willingness to make & support organizational changes that improve the quality effectiveness of the program.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Team Building Encourages and facilitates collaboration, pride, trust, and group identity; fosters commitment and team spirit; works with others across work groups, divisions and departments, as appropriate to achieve goals.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Negotiating / Conflict Management Obtains information, gains cooperation, and persuades others when necessary to accomplish goals; makes unbiased agreement with others in the best interests of the Town; builds consensus; manages and resolves conflicts and disagreements in positive and constructive manner.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Human Resource Management Demonstrates competence in selection, assignment and evaluation of staff; promotes employee retention; provides proper levels of counseling; develops employees through appropriate empowerment; recognizes achievement; trains, coaches & mentors effectively; holds self and others responsible for work objectives.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Asset Resource Management Selects and uses Town assets (time, equipment, financial resources, supplies, etc.) in a cost-effective and responsible manner.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	

Part 6-C: PERFORMANCE EVALUATION

Summarize accomplishments over look-back period. Additional summary or comments may be attached as needed.

MANAGER/SUPERVISOR OF SUPERVISORS	
<i>Section C is utilized, in addition to Sections A and B, for those who supervise supervisors and for deputy directors and department directors.</i>	<p align="center">Comments <i>Required for Rating of L1, L2 or L5 (Recommended for L3 or L4)</i></p>
<p>Accomplishes Departmental and Town Goals and Objectives Accomplishes the goals and objectives of assigned Department or Division and the Town.</p> <p align="center"> <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 </p>	
<p>Vision and Strategic Planning With sense of vision, coordinates design and development of Department/Division and Town objectives and strategies; monitors and evaluates programs; analyzes and synthesizes data; anticipates potential problems and opportunities; manages and stimulates organizational change.</p> <p align="center"> <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 </p>	
<p>Budget / Financial Management Prepares, justifies and administers the budget for program areas; plans, administers and monitors expenditures to ensure cost-effective support of programs and policies; uses financial resources judiciously.</p> <p align="center"> <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 </p>	
<p>Technology Management Incorporates technology into the workplace; develops strategies using new technology to improve program effectiveness in conformance with best industry practices.</p> <p align="center"> <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 </p>	
<p>Leadership / Image Serves as a leader and role model to others in the organization; promotes high standards of ethical behavior; represents the Town of Vienna in a professional manner, effectively communicating its policies, programs and objectives in a wide variety of settings.</p> <p align="center"> <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 </p>	

Appendix A

PERFORMANCE EVALUATION INSTRUCTIONS

Suggested Review Process:

Complete this form at the six-month mark as well as the annual evaluation requirement. Completion at the six-month mark is not required to be a part of the employee official personnel record but does serve to keep communications open between supervisor and employee and is to be kept as a part of the supervisory files.

Steps to aid you through the performance evaluation process:

STEP 1

Review **Administrative Regulation 2.16, Performance Evaluations**.

Review **A Guide to Completing Employee Performance Evaluations**. Follow the guidelines.

Review the employee's **job description and/or job duties** to be sure you both agree on what the job responsibilities are.

STEP 2

Rate the employee on each of the factors listed based on the job requirements and based on the expectations of performance identified for the employee as work is assigned throughout the performance period.

STEP 3

Identify areas of improvement; either to meet or exceed expectations and list specific steps (including on-the-job or formal training) the employee can take to improve his/her performance rating.

STEP 4

Appraise the performance of this employee on those factors contained in this form for the period under review. Be objective and do not let your appraisal of one factor influence your appraisal of another. Each factor to be evaluated has five levels of achievement by which it may be measured. Each level is defined with examples of performance which may be accepted as characteristic of that level. Use the General Job Competencies for examples of performance by level (Examples are shown for Level A). If the employee's job performance or level of achievement generally corresponds to the example cited, check that particular box.