Town of Chino Valley
1020 Palamino Road
Chino Valley, AZ 86323
(928) 636-2646

# PART-TIME/SEASONAL PERFORMANCE EVALUATION PLANNING AND APPRAISAL FORM

Date:_____

Employee Name: _____ _____ _____
Last Name First Name Emp. Number

_____ _____ _____
Employee Job Title Division (if applicable) Department

_____ _____
Appraiser Name (print) Appraiser Job Title

| Period being Reviewed | From: _____ To: _____ | Type of Review | Annual: _____ Other: _____ |
|---|---|---|---|

DID EMPLOYEE COMPLETE A SELF-APPRAISAL FORM? YES: _____ No: _____

| RATING FACTOR DEFINITIONS |
|---|
| **EXCEEDS EXPECTATIONS:** Employee performance consistently exceeds the expectations of the supervisor. |
| **USUALLY EXCEEDS EXPECTATIONS:** Performance is consistently good and at an expected level for the employee and occasionally exceeds the expectations of the supervisor. |
| **MEETS EXPECTATIONS:** Performance is consistently good and at an expected level for the employee. Employee is competent and effective relative to experience in the position. |
| **PARTIALLY MEETS EXPECTATIONS:** The employee's performance generally meets the expectations of the supervisor, but is lacking in overall consistency or in a particular area(s). |
| **DOES NOT MEET EXPECTATIONS:** Employee performance does not meet supervisory expectations. Improvement must be sought and achieved. |
| **DEVELOPING:** Employee is new to their current position and has not yet been able to meet the expectations of the supervisor. |

| | RATING FACTORS: | | | | | |
|---|---|---|---|---|---|---|
| Job Related Dimensions: Dimensions are job-related characteristics or skills determined to be critical for success on the job. These dimensions incorporate the Core Values adopted by our employees. | **Developing** | **Does Not Meets Expectations** | **Partially Meets Expectations** | **Meets Expectations** | **Usually Exceeds Expectations** | **Exceeds Expectation** |
| 1. Innovation: Employee uses imagination to develop better ways to solve problems, save money, and make improvements that will benefit the Town's operations and better serve the public. Is flexible and willing to quickly embrace change when improvements to operations and systems need to be made. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 2. Integrity: Employee demonstrates humility and forthrightness in all communications, while being fully accountable and answerable for their actions, words, and behavior. Employee strives to do their best every day. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 3. Integrity: Employee supports the organization and upholds its beliefs, standards, policies, procedures, and core values, even when s/he doesn't personally agree with them. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 4. Integrity: Ensures Town polices and safety practices are followed. Uses own and others time wisely. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 5. Teamwork: Employee puts the good of the team before their own personal goals or interests. Works positively and cooperatively with other team members to build a strong and more inter-connected workforce. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 6. Teamwork: Employee demonstrates resourcefulness and problem-solving skills, is willing to learn new skills and tasks to add more value to the organization. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 7. Responsible Communication: Communication from employee occurs in a respectful, forthright, positive, and tactful manner. The employee keeps team members, and leaders current on all relevant, job-related issues. Importantly, the employee strives to understand the context of the questions before responding, and strives to provide complete answers that do not exclude pertinent information nor include unnecessary information. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 8. Service to Community: Employee performs diligently to achieve excellence and high standards in every area of service to the public. When listening to the public's concerns, the employee demonstrates patience and empathy. Lastly, the employee speaks of the team, its leaders, and its representatives in a fair, positive, and respectful manner. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 9. Leadership: Employee shows wisdom, common sense, and civility in all decision-making. Employee motivates the actions and behaviors of by his character, humility, compassion, and positive example. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 10. Leadership: Employee demonstrates competency and professionalism in his job and is reliable in his work performance without having to be reminded. Employee looks ahead to the organization's future needs and works to address them responsibly and efficiently. Takes responsibility for and is committed to qualify work. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| 11. Initiative: Employee makes active attempts to achieve established goals. Acts pro-actively in role; introduces effective ideas into the workplace. | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

Performance Summary: Provide summary statements that characterize the employee's overall performance during the entire review period. This section may include comments regarding performance strengths, growth and / or improvement.

Additional Notes:

My supervisor has discussed this Performance Planning and Appraisal Form with me. I wish to make the following comments:

| OVERALL PERFORMANCE RATING | | | | | |
|---|---|---|---|---|---|
| **EXCEEDS EXPECTATIONS** | **USUALLY EXCEEDS EXPECTATIONS** | **MEETS EXPECTATIONS** | **PARTIALLY MEETS EXPECTATIONS** | **DOES NOT MEET EXPECTATIONS** | **DEVELOPING** |
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

_____ _____

Employee's Signature Appraiser's Signature

_____ _____

Date Date