



Non-Exempt Employee Evaluation

Employee Name: _____

Job Title: _____

Department: _____

Evaluation Period From: _____

To: _____

Instructions:

Circle One:

Probationary

Regular Annual

Other

- To complete this form please refer to a copy of the employee's most current job description.
- Rate the employee's level of performance, using the definitions below as a guide.
- Give an overall rating in the space provided, using the definitions below as a guide.
- Review with the employee, obtain signature for employee.

Performance Rating Definitions:

The following ratings must be used to ensure commonality of language and consistency on overall ratings. Supporting comments are required when ratings other than "Meets Expectations".

Exceptional:

Work Performance is consistently superior and is seldom equaled in overall contribution. This is reflected by accomplishments well beyond expectations. This performance is continual rather than on an occasional basis. (5)

Exceeds Expectations

Work performance exceeds specific job expectations in most areas of responsibility. Accomplishments above expected levels, and employee sustains uniformly high performance.(4)

Meets Expectations:

Work performance that consistently completes job tasks as expected in terms of quality and schedule. Performance can be described as solid and fully competent in all aspects of job content and expectations.(3)

Needs Improvement:

Employee's work performance sometimes fails to meet the standards for the job responsibilities. Performance is below minimum job expectations; improvement is essential. (2)

Unsatisfactory:

Work performance fails to meet the standards for the job responsibilities. Improvement is required within a specified period of time to continue employment. (1)



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Job Responsibility Ratings

Rate each job function from 1-5. With 1 being Unsatisfactory and 5 being Exceptional, any rating other than (3) Meets Expectations, must be justified in the comment section.

1 = Unsatisfactory 2 = Needs Improvement 3 = Meets Expectations
4 = Exceeds Expectations 5 = Exceptional *See Definitions on Cover Page*

	Ratings 1-5	Comments
1. ATTENDANCE & PUNCTUALITY	_____	
2. APPEARANCE	_____	
3. JOB KNOWLEDGE	_____	
4. APPLIES KNOWLEDGE TO JOB TASK	_____	
5. WORKS WELL WITHOUT SUPERVISION	_____	
6. WORKS WELL WITH OTHERS	_____	
7. USES TIME PRODUCTIVELY	_____	
8. FOLLOWS S.O.P.	_____	
9. WORK COMPLETED PROMPTLY	_____	
10. WILLING TO LISTEN AND LEARN	_____	
11. SHOWS JOB IMPROVEMENT	_____	



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12. CARE OF CITY EQUIPMENT _____
13. WORKS WELL WITH THE PUBLIC _____
14. DISPLAYS PROFESSIONAL ATTITUDE _____
15. MAINTAINS CONFIDENTIALITY _____
16. WORK QUALITY _____
17. WORK QUANTITY _____
18. COMMUNICATION SKILLS _____
19. CUSTOMER SERVICE SKILLS _____

Total Score: _____

Current Goals

Involvement and effectiveness in attaining goals and priorities for the past 12 Months

Rating progress towards attaining goals: _____ (1-5)



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Future Goals

*Goal jointly developed and agreed upon by the employee their supervisor.
These goals will be part of the employee's evaluation during the next evaluation cycle.*

Supervisor Comments

Employee Comments:

Overall Average _____ = Total Job Responsibilities Score + Current
Goals Score / 20

Employee Signature: _____ (Print) _____ Date: _____

Signature does not indicate agreement with review. It indicates that the employee was given the opportunity to discuss the review with their supervisor.

Supervisor Signature: _____ (Print) _____ Date: _____

City Manager Signature: _____ (Print) _____ Date: _____

Human Resources Signature: _____ (Print) _____ Date: _____