



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:

Employees 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

Refer to most current position description

Primary Responsibilities	Comments	Rating 1-5
1		
2		
3		
4		
5		



Exempt Employee Evaluation

Core Competencies

Core Competencies	Comments	Rating 1-5
<p>Professionalism: Takes personal responsibility; anticipates and thoroughly analyzes problems; establishes priorities; meets time tables and achieves results; seeks opportunities to improve job performance.</p>		
<p>Knowledge of Job: Knowledge of what to do and how to do it; ability to set priorities based on importance ;ability to perform that which is required; follows City and department policies and procedures.</p>		
<p>Work Habits: ; accepts suggestions from supervision; communicates openly and honestly; proper use of sick and other types of leave. Begins work promptly and on time.</p>		
<p>Quality of Work: Accuracy; completing assignments on time; works effectively and makes sound decisions.</p>		
<p>Dependability: Consistency of performance; trustworthiness; reliability; ability to withstand pressure; and work well under stress.</p>		
<p>Employee and Public Contacts: Ability to work harmoniously with co-workers; supervisors and general public.</p>		



Exempt Employee Evaluation

Appearance: Does the employee dress professionally and present an acceptable appearance.		
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Supervisory Responsibility

Supervisory Duties	Comments	Rating 1-5
Performance Management; completes evaluations on time; assesses employee performance and communicates problems areas as well as work well done.		
Delegates effectively; follow up on assignment progress; Enforces City and Departmental policies and procedures.		
Promotes team work; handles employee issues in a prompt and efficient manner.		
Leadership: provides effective leadership both in crisis and normal situations. Identifies solutions to issues and keeps department director abreast of issues.		
Provides training and professional development and ensures adequate succession planning.		
Lead change initiatives as necessary.		

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Exempt Employee Evaluation

Current Goals (Refer to previous evaluation)

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

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

Overall Rating

The overall Rating should be a summary of overall performance, emphasizing the performance of key job responsibilities specific to the employee's position.

- 1 = Unsatisfactory
- 2 = Needs Improvement
- 3 = Meets Expectations
- 4 = Exceeds Expectations
- 5 = Exceptional

Future Professional 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.*



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Supervisor Comments

Employee Comments

Signatures

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: _____

