

# CITY OF FLORISSANT HUMAN RESOURCES DEPARTMENT

## Employee Evaluation

<b>EMPLOYEE NAME:</b>	<b>POSITION/CLASSIFICATION:</b>	<b>OVERALL RATING:</b> 0.00
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PAY GRADE	STEP DATE: June 1st YEAR: _____	Annual Evaluation
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(4) EXCEPTIONAL      (3) ABOVE AVERAGE      (2) SATISFACTORY      (1) NEEDS IMPROVEMENT      (0) UNACCEPTABLE

(4)	(3)	(2)	(1)	(0)	<b>Section I - QUANTITY OF WORK</b>	
					<b>Volume of work regularly produced; speed &amp; consistency of output; time spent on the job after reporting.</b>	
					1. Use of Time (efficient or unproductive)	
					2. Planning (ability to plan ahead, set priorities, meet deadlines)	
					3. Organizational (operational ability to coordinate)	
					4. Teamwork (ability to contribute as a part of a unit)	
					5. Multitask (ability to maintain productivity in all situations)	
					6. Initiative (resourceful ability to see a need and apply oneself)	
					Best Possible Score	<b>SECTION 1: TOTAL</b>
0.00	0.00	0.00	0.00	0.00	24	0.00

(4)	(3)	(2)	(1)	(0)	<b>Section II - QUALITY OF WORK</b>	
					<b>Extent to which job is performed, meets quality requirements; thoroughness, and efficient use of resources.</b>	
					7. Use of Resources (use/maintenance materials/physical equipment/vehicles/tools)	
					8. Communications (presentation of information in written/oral form)	
					9. Customer Service (displays courtesy and sensitivity; meets commitments; responds promptly to customers/residents)	
					10. Public Relations (effectiveness in meeting the public; good representative of the City)	
					Best Possible Score	<b>SECTION 2: TOTAL</b>
0.00	0.00	0.00	0.00	0.00	16	0.00

(4)	(3)	(2)	(1)	(0)	<b>Section III - JOB SKILLS AND KNOWLEDGE</b>	
					<b>Skills &amp; Knowledge to perform job. Includes understanding of duties &amp; related work. Amount of skill possessed to carry out assignments and meet quality and quantity requirements.</b>	
					11. Knowledge of work responsibilities (ability to perform duties of job per knowledge of processes)	
					12. Use of Resources (knowledge or ability to locate answers through investigation)	
					13. Decision Making (coming to proper conclusion based on information)	
					14. Policies/Procedures (follow proper policies and procedures to ensure work is done effectively and efficiently)	
					15. Business Knowledge (knowledge of City rules, regulations and Ordinances)	
					Best Possible Score	<b>SECTION 3: TOTAL</b>
0.00	0.00	0.00	0.00	0.00	20	0.00

(4)	(3)	(2)	(1)	(0)	Section IV - RESPONSIBILITY Amount of supervision required to carry out instructions, meet schedules and get work production.	
					16. Attitude/Work Behavior (the demeanor used in dealing with customers, residents, co-workers, supervisors)	
					17. Morale/Work Ethic (helps promote a positive work environment; demonstrates positive work habits)	
					18. Safety (compliance with safety rules)	
					19. Appearance (grooming/dress)	
					20. Dependability (absenteeism/tardiness)/Reliability (getting job completed)	
					Best Possible Score	SECTION 4: TOTAL
0.00	0.00	0.00	0.00	0.00	18	0.00
<b>Section VI - COMMENDATIONS, AWARDS AND DISCIPLINARY ACTIONS</b> During this evaluation period, the employee received the following:						
	Commendations				Explanation:	
	Awards					
	Reprimands (Verbal/Written)					
	Suspensions					
	Other					
<b>COMMENT SECTION</b>						
<p><u>Areas of strength:</u> Justify all factors rated "Exceptional" or "Above Average"; record areas where employee has demonstrated superior job performance and/or special initiative in improving performance. (Attach extra sheets for additional information, if applicable).</p>						
<p><u>Area for Improvement:</u> Justify all factors rated "Unacceptable" or "Needs Improvement"; record areas in which employee's job performance needs strengthening and appropriate schedule for re-evaluation. (Attach extra sheets for additional information, if applicable).</p>						

**LEVEL OF PERFORMANCE**

(4)	(3)	(2)	(1)	(0)							
					<b>Total Score</b>	divided by	<b>Total Factors</b>	equals	<b>Average Score</b>	equals	<b>Overall Rating</b>
0.00	0.00	0.00	0.00	0.00	0.00		20		0.00		0.00

**Employee's Comments:**

**Employee Goals:**

**Employee's Signature:** \_\_\_\_\_

\_\_\_\_\_ **Date**

- Recommend Merit Raise       Do Not Recommend Merit Raise

**Supervisor's Signature:** \_\_\_\_\_

\_\_\_\_\_ **Date**

- Recommend Merit Raise       Do Not Recommend Merit Raise

**Director's Signature:** \_\_\_\_\_

\_\_\_\_\_ **Date**

- Approved       Not Approved

**Mayor's Signature:** \_\_\_\_\_

\_\_\_\_\_ **Date**