



**CITY OF SARASOTA, FLORIDA
EMPLOYEE PERFORMANCE EVALUATION
General Employees
Exempt**

NAME (Last, First, MI)		EMPLOYEE #	SENIORITY DATE
DEPARTMENT		POSITION TITLE	POSITION HIRE DATE
EVALUATION PERIOD		DATE OF REVIEW	
FROM:	TO:		
PURPOSE OF REPORT:	Probationary	RATED BY:	
	Promotional		
	Annual		
	Other		

INSTRUCTIONS FOR COMPLETION

You must provide written documentation in support of any rating below 2.0 and for any rating of 4.5 and above. Any rating of 1.0 must be accompanied by a record of disciplinary action.

The written justification necessary for the corresponding ratings must be contained in the comments section of the criteria being rated. Use the Action Plan and Rater overall comments sections to expand on the above-required explanations.

Please indicate if any section is not applicable.

The Rater and Department Head/Designee must sign and date the form.

PERFORMANCE RATINGS: Circle the number which appears above or between the level(s) performance which most closely match(es) the performance demonstrated by the employee during the appraisal period. If goals were established, performance ratings should reflect their progress.

1. PRODUCTIVITY

The amount of work an individual does in a workday.

1	1.5	2	2.5	3	3.5	4	4.5	5
Usually below acceptable standard for work unit.	Barely acceptable level of output. A slow worker.	Meets expectation of average output for work unit.	Very industrious. Does more than is required.	Excellent producer. Generates maximum output.				

COMMENTS:

2. QUALITY OF WORK

Accuracy, neatness, and thoroughness of work effort.

1	1.5	2	2.5	3	3.5	4	4.5	5
Produces a poor quality of work. Makes frequent errors. Someone must always check work.	Produces work of marginal quality which often contains errors. Careless.	Quality of work is good. Usually accurate. Conscientious about doing quality work.	Produces high quality, accurate work. Seldom makes mistakes.	Produces outstanding, precise, neat, and accurate work.				

COMMENTS:

3. JOB KNOWLEDGE

Demonstrates the knowledge and abilities necessary to perform the job.

1	1.5	2	2.5	3	3.5	4	4.5	5
Lacks knowledge to perform the job. Has difficulty performing job duties. Requires major improvements.	Marginal job knowledge. Often has to ask how to do routine job duties. Requires improvement in many areas.		Good job knowledge. Possesses knowledge and skills to perform the duties of the position.		Above average job knowledge. Possesses and applies skills and job knowledge and rarely needs to ask for job information.		Applies an outstanding level of job knowledge. Possesses and uses broad and detailed knowledge of all aspects of the job.	

COMMENTS:

4. TEAMWORK

The ability to work well with co-workers and supervisors in own department and throughout the City.

1	1.5	2	2.5	3	3.5	4	4.5	5
Causes friction among workers. Tends to gripe and argue. Antagonistic. Does not help others.	Occasionally is difficult to work with. Will help others when asked.		Works willingly with others. Is good at achieving cooperation.		Very cooperative. Is quick to offer help. Gets along well with most people. Very good team worker.		Extremely cooperative. Constantly offers aid. Always available to others. Outstanding team worker.	

COMMENTS:

5. INITIATIVE

The ability to be a self-starter and to show resourcefulness.

1	1.5	2	2.5	3	3.5	4	4.5	5
Needs constant supervision to start and complete tasks. Is not resourceful.	Requires close supervision to start and complete tasks. Is rarely resourceful.		Follows tasks through to completion. Is reasonably resourceful.		Very good initiative and follow through. Is resourceful and uses ability to think through problems.		Superior initiative and follow through. Highly resourceful and shows superior ability to think through and solve problems.	

COMMENTS:

6. RECORDS AND REPORTS

The ability to produce accurate reports and to maintain records.

1	1.5	2	2.5	3	3.5	4	4.5	5
Reports are inaccurate and not on time. Sloppy record keeping. Often careless with reports, records and/or files.	Sometimes careless with records and/or files. Records not kept properly.		Reports are usually accurate and timely. Handles records properly.		Reports are consistently accurate and on time. Records are neat and in order. Requires little or no supervision.		Does original research. Reports are well written and planned. Records are exemplary. Works independently.	

COMMENTS:

7. CUSTOMER SERVICE

Demonstrates courtesy and effectiveness in dealing with customers, internally and externally.

1	1.5	2	2.5	3	3.5	4	4.5	5
Unsatisfactory. Has frequent problems in dealing with co-workers and customers.	Occasionally discourteous in dealing with co-workers and customers. Sometimes tactless.		Good skills in dealing with the public and co-workers. Usually courteous and effective.		Communication skills are well developed. Makes extra effort to help.		Extremely courteous and effective. An exemplary role model.	

COMMENTS:

8. WORK HABITS/TIME MANAGEMENT

The ability to organize one's work efficiently and work under pressure.

1	1.5	2	2.5	3	3.5	4	4.5	5
Constantly wastes time. Does not organize work. Is unable to handle pressures of the job.	Occasionally does not use time wisely and is often disorganized. Occasionally cannot handle pressures of the job.		Uses time and equipment well. Is well organized. Can handle the pressures associated with the job.		Frequently makes extra effort to organize work. Frequently uses time and equipment effectively.		Constantly uses time and equipment to the fullest. Always has work organized beyond what is expected. Is able to work effectively in high pressure situations.	

COMMENTS:

9. ATTENDANCE

Employee can be depended upon to report to work as scheduled.

1	1.5	2	2.5	3	3.5	4	4.5	5
Excessively absent, tardy or unavailable for work. Does not meet established standards. Requires immediate improvement.	Absence or tardiness is frequent.		Regular attendance. Consistently on time.		Seldom absent. Prompt. Notification of absence is timely and to the correct person.		Perfect attendance and punctuality.	

COMMENTS:

10. MAINTAINING SAFETY OF OTHERS/SAFE WORK AREA

Employee maintains a safe work environment and insures safety of others.

1	1.5	2	2.5	3	3.5	4	4.5	5
Excessive accidents occur and work area disorganized.	Accidents are frequent and work area disorganized.		Accidents infrequent. Work area messy but does not have safety issues.		Accidents are rare. The work area is clean and organized. What accidents that do happen are of a minor nature.		The area has a perfect safety record. Work area is always clean and orderly.	

COMMENTS:

PERFORMANCE SUMMARY

1. Productivity	
2. Quality of Work	
3. Job Knowledge	
4. Teamwork	
5. Initiative	
6. Records/Reports	
7. Customer Service	
8. Work Habits/Time Management	
9. Attendance	
10. Maintain safety of others/safe work area.	
SUBTOTAL	

PLEASE NOTE: If an area does not apply please indicate and divide the subtotal by the number of applicable categories.

PERFORMANCE RATING: _____ (Sub-total/10)

_____ **4.6 – 5 OUTSTANDING**

_____ **4.0 – 4.5 ABOVE AVERAGE**

_____ **3.0 – 3.9 SATISFACTORY**

_____ **2.0 – 2.9 NEEDS IMPROVEMENT**

_____ **1.0 – 1.9 UNSATISFACTORY**

Action Plan: Identify actions that will help employees improve performance. Identify what the employee can do to develop and improve in areas previously discussed.

(Goals should be developed for employees grade 15 and above.)

GOALS: Accomplishment of previous years goals, if any established.

GOALS: Goals for next evaluation. Minimum of 3, maximum of 5.

Rater's Overall Comments:

Rater's Signature

Date

Employee's Comments:

Employee's Signature

Date

My signature signifies that I have reviewed the contents of this evaluation and I had to opportunity to discuss any questions I had with the rater.

Department Head/Designee Comments:

Department Head/Designee Signature

Date

Human Resources Director's Comments:

Human Resources Director's Signature

Date

CAREER DEVELOPMENT:

1. Review Career Ladder with Employee.

2. Employee Career Desire: _____

3. Comparison of Employee background and position requirements:

4. Employee Action Items:

5. City Action Items:

Employee _____

Rater _____

This page is to be used as a planning tool only and is not a guarantee that City funding will be available for proposed training, educational reimbursement, and/or Career Ladder promotions.