

CITY OF SNELLVILLE

Guidelines for Successful Completion of the Performance Evaluation For Staff Employees

Purpose:

- To encourage staff members to improve their professional performance. Completing the form provides an opportunity for the supervisor and employee to identify professional development needs and define necessary goals and objectives.
- To serve as the official record supporting personnel decisions (salary increases, promotion, probation, or dismissal).
- To foster a 2-way conversation with employees to improve their career development opportunities and provide constructive criticism if needed.

Frequency:

- New employees will receive an evaluation on their 3-month anniversary dates.
- All employees receive an annual evaluation based on the previous calendar year of their anniversary date. This form may be used for either exempt or non-exempt employees.

Steps for Supervisor:

1. Check with guidelines to ensure consistency throughout your unit.
2. Give self-evaluation and goal setting pages to employee to complete with instruction pages. Best practices encourage the completion of the first draft of the performance evaluation form by both parties before they come together for the meeting.
3. Refer to a copy of your employee's job description while completing the evaluation. In the event a job description cannot be found, HR can assist you with creating one.
4. Complete the grid:

Grid Instructions

This evaluation form contains thirteen (13) potential categories of evaluation criteria. All may not apply to every employee. Choose only those that apply to an employee's specific duties and/or job description. The overall rating will not be affected.

Each category contains a statement to describe a behavior standard in that category. For each statement, use the scale included to calculate your rating. Any item left blank will be interpreted as a score of "2" or average/meets requirements. Add the value given for all statements within the category and divide by the number of statements to determine average score for each category. Merit increase recommendation must be based on average category scores.

5. Complete the supervisor's comment section at any time throughout the process. Supervisors are encouraged to obtain employee feedback before completing this section.
6. Complete the professional development section. Supervisors are encouraged to obtain employee feedback before completing this section.
7. Schedule a time with your employee to discuss the evaluation and agree on job-related goals for the upcoming evaluation period.
8. Finish all remaining sections, including the supervisor's recommendation, taking into consideration all aspects of your employee's job performance over the evaluation period.
9. Sign evaluation; obtain employee's signature, and departmental administrator's signature.

Special Note:

Advancement in pay shall be based solely on performance. A performance evaluation must be on file for every employee receiving a merit increase. *Only* employees receiving an overall recommendation of “meets requirements” or better may receive a merit increase (≥ 2.0 average).

In the event that this performance review leads to a recommendation of probation, reassignment, or termination of employment, please refer to Employee Handbook regarding these topics. The City Manager will work directly with the supervisor in these cases and review the evaluation **before** the form is finalized.

If you need assistance at any time throughout the evaluation process, please call the Human Resources Coordinator or City Manager.

CITY OF SNELLVILLE EMPLOYEE PERFORMANCE EVALUATION

Employee's Name _____ Department _____ Position Title _____

Rating Period _____ to _____ Exempt _____ Non-exempt _____

EVALUATION CRITERIA	OUTSTANDING Overall performance significantly exceeds requirements in essential job areas. (4 Pts.)	EXCEEDS REQUIREMENTS Overall performance exceeds requirements in essential job areas. (3 Pts.)	MEETS REQUIREMENTS Overall performance consistently meets requirements in essential job areas. (2 Pts.)	NEEDS IMPROVEMENT Overall performance needs improvement in essential job areas. (1 Pt.)	UNSATISFACTORY Overall performance is regularly unacceptable in one or more essential job areas. (0 Pt.)	AVERAGE SCORE FOR CATEGORY
<u>Quality of Work</u> Thoroughness of work						
Accuracy of work						
Organization of work						
<u>Quantity of Work</u> Production of work						
Efficient use of resources						
Timeliness of work						
<u>Job Knowledge</u> Knowledge and skill level						
Understands relationship to other jobs/functions						
Continues to develop						
<u>Initiative</u> Takes responsibility for determining what needs to be done						
Strives for self-improvement						
Enthusiasm and interest level about work						
<u>Dependability</u> Willingness and ability to accept changes in job responsibility						
Consistent and reliable						
<u>Customer Service</u> Fulfills expectations of citizens with whom s/he interacts with						
Courteous and professional						

Employee's Name: _____

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<u>Teamwork</u> Cooperates and works effectively with others						
Respects other colleagues and their ideas						
Supports team workers						
<u>Attendance</u> Punctuality						
Refrains from abusing leave						
<u>Communications</u> Complete, clear and understandable oral communications						
Complete, clear and understandable written communications keeps appropriate staff informed						
Demonstrates good listening skills						
<u>Task Management</u> Listens to understand assigned tasks						
Prioritizes tasks well						
Successful completion						
Appropriate level of follow-up						
<u>Safe Work Practices</u> Knowledge level of safe practices						
Incorporation of safe work practices into performance at job						

Employee's Name: _____

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Decision Making						
Responsible about and makes decisions within assigned responsibility						
Resolves day-to-day problems independently						
Exercises good judgment						
Attitude/Demeanor						
Positive/upbeat approach to daily tasks						
Positive impact on fellow employees						
Avoids negative conversations and discord						
Applicable Totals (see Steps for Supervisor #4):						

SUPERVISOR'S COMMENTS. Please write general comments and elaborate on employee performance, **especially** if rated outstanding, needs improvement or unsatisfactory in any of the categories listed on pages 1 and 2. Also, please review previous evaluation's goals and discuss success in achieving these goals.

Employee's Name: _____

Advancement in merit or step pay shall be based solely on performance. A performance evaluation must be on file for every employee receiving a merit increase. *Only* employees receiving an overall recommendation of "meets requirements" or better may receive a merit increase.

SUPERVISOR'S RECOMMENDATIONS: Please review and consider the entire evaluation including professional development and goal setting. Place an X in the appropriate recommendation below. The recommendation should weigh the evaluation in relation to the employee's specific results-oriented job description. I recommend the following:

Outstanding _____

Exceeds Requirements _____

Meets Requirements _____

Needs Improvement * _____

Reassign on probation* _____

Terminate* _____

Merit Increase Recommendation: From: \$ _____ To: \$ _____ or _____%

Effective Date: _____

* Please refer to the Employee Handbook for probation/termination procedures. The Human Resource Coordinator will work directly with the supervisor, the city manager and city attorney when termination is suggested.

Employee comments. Please share your comments. If more space is needed, please attach additional pages.

Signatures:

This evaluation was reviewed with me:

Employee Signature*:

Date:

Note: Your signature does not necessarily indicate agreement with the appraisal, only that it has been discussed. You are obligated to acknowledge the appraisal if your supervisor has discussed it with you.

This form and any attached items will be placed in the employee's personnel file.

This evaluation was prepared by:

Supervisor Signature:

Date:

This evaluation was reviewed by:

Department Director

City Manager:

Date:

Signatures are required for employee, immediate supervisor and City Manager.

Please distribute signed copies as follows:

- Send original to HR with a copy of current results-oriented job description for employee's personnel file.
- Give a copy to employee.

CITY OF SNELLVILLE

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Steps for Employee:

1. Refer to a copy of your job description. If you do not have one, contact your supervisor.
2. Complete the evaluation form your supervisor has given you. HR encourages the completion of the first draft of the performance evaluation form by both parties before they come together for the meeting. If you choose to leave a section of the form blank on the final copy, please write "no comment" and initial, so HR does not return the form as incomplete.
3. Complete the employee comment section at any time throughout the evaluation process. Additional pages may be attached if necessary.
4. Meet with your supervisor to discuss your performance during the evaluation period and to agree on job-related goals for the upcoming evaluation period.
5. Sign the final version of the evaluation. Signature represents acknowledgment only, not necessarily agreement with the evaluation.
6. Keep a copy of the final evaluation for your records after all signatures have been obtained.

Employee's Name: _____

EMPLOYEE SELF-EVALUATION

List areas in which you feel you meet or exceed position requirements and/or previous year's goals.

What would assist you in enhancing your performance or meeting your goals?

List areas you believe you need to improve upon:

PROFESSIONAL DEVELOPMENT. Training, conferences, seminars, and workshops attended by employee in current performance period. Recognition or awards nominated for or received. Job-related licenses or certifications obtained or held. Job-related committee participation during this evaluation period.

GOAL SETTING -- Employee and Supervisor complete this section together.

List job-related goals for the next evaluation period. Explain how these goals can be achieved.