



City of Mishawaka Employee Evaluation

Evaluation Period:

2015

PLEASE PRINT CLEARLY

PERSONAL INFORMATION		
DEPARTMENT / UNIT	LAST NAME	FIRST NAME
POSITION	REASON FOR APPRAISAL	[] ANNUAL PERFORMANCE [] OTHER _____

A. PRODUCTIVITY PERFORMANCE - Evaluation must be substantiated. Attach separate memo if necessary

PERFORMANCE RATINGS	0	1	2	3	4	5	6	7	8
1. QUANTITY OF WORK VOLUME OF ACCEPTABLE WORK	VERY SLOW; VOLUME CONSISTENTLY BELOW STANDARDS			ACCOMPLISHES SCHEDULED ASSIGNMENTS			EXCEPTIONALLY GOOD PRODUCER; ALWAYS ABOVE STANDARDS		
REMARKS									
2. KNOWLEDGE OF WORK UNDERSTANDING "WHAT" & "WHY" OF ALL PHASES OF ASSIGNED WORK AND RELATED MATTERS	INADEQUATE KNOWLEDGE, NEEDS INSTRUCTION AND GUIDANCE			HAS ADEQUATE KNOWLEDGE TO COMPLETE ASSIGNMENTS			HAS EXCEPTIONAL KNOWLEDGE OF OWN AND RELATED WORK		
REMARKS									
3. QUALITY OF WORK THOROUGHNESS, ACCURACY, AND NEATNESS OF WORK	FREQUENT ERRORS AND OMISSIONS, DOES NOT MEET MIN. STANDARDS			ADEQUATE FOR POSITION			EXCEPTIONALLY THOROUGH AND ACCURATE		
REMARKS									
4. JUDGEMENT ABILITY TO USE WISDOM AND LOGIC IN DECISION MAKING	FREQUENTLY SHOWS POOR JUDGMENT IN EXECUTION OF JOB			HAS GOOD JUDGMENT			EXCEPTIONALLY CAPABLE		
REMARKS									
5. PAST GOALS HOW WELL WERE PAST GOALS ACCOMPLISHED	HAS DIFFICULTY. FURTHER SELF-IMPROVEMENT NEEDED			ADEQUATE FOR POSITION			PAST PERFORMANCE GOALS EXCEEDED		
REMARKS									

B. ATTITUDE AND PERSONAL CHARACTERISTICS - Evaluation must be substantiated. Attach separate memo if necessary

1. COOPERATION ABILITY TO WORK WITH OTHERS AND ASSIST SUPERVISORS, CO-WORKERS, AND SUBORDINATES	UNCOOPERATIVE			DEMONSTRATES WILLINGNESS TO COOPERATE			EXCEPTIONALLY COOPERATIVE, ALWAYS WILLING TO ASSIST OTHERS		
REMARKS									
2. DEPENDABILITY RELIABILITY IN FOLLOWING THROUGH ON ASSIGNMENTS AND INSTRUCTIONS	REQUIRES MORE THAN NORMAL FOLLOW-UP			DEPENDABLE, COMPLETES MOST ASSIGNMENTS ON SCHEDULE			EXCEPTIONALLY RELIABLE ON ALL		
REMARKS									

B. ATTITUDE AND PERSONAL CHARACTERISTICS - (continued)**3. LEADERSHIP / INITIATIVE**ABILITY TO LEAD AND TRAIN
OTHERS AND GET RESULTS
THROUGH TEAMWORK

HAS DIFFICULTY

GETS GOOD RESULTS

VERY EFFECTIVE LEADER

REMARKS

TOTAL POINTS (Add Sections A & B) 0**C. GOALS - Attach goal outline****FUTURE GOALS**

- 1.
- 2.
- 3.
- 4.
- 5.

PAST GOALS

- 1.
- 2.
- 3.
- 4.
- 5.

D. EMPLOYEE DEVELOPMENT**1. WHAT FORMAL TRAINING OR OTHER ACTIVITY DO YOU RECOMMEND?**

- A. FOR EMPLOYEE TO PERFORM PRESENT ASSIGNMENT AT A HIGHER STANDARD OF PROFICIENCY.
- B. TO PREPARE THE EMPLOYEE FOR A FUTURE JOB ASSIGNMENT AT A LATERAL OR A HIGHER LEVEL

2. EMPLOYEE COMMENTS**3. RATER / SUPERVISOR – "HOW CAN I HELP WITH YOUR EXPERIENCE HERE?"****E. SIGNATURES**

EMPLOYEE

DATE

RATER / SUPERVISOR

DATE

DEPARTMENT HEAD

DATE