



Chino Valley Fire District Performance Evaluation

Job Classification:

Annual _____
 Probationary _____
 1 2 3 4 _____
 Other: _____

Name:	Assignment:
Evaluator:	Rating Period From: _____ To _____

<u>Category</u>	<u>Outstanding</u>	<u>Exceeds Standards</u>	<u>Meets Standards</u>	<u>Needs Improvement</u>	<u>Unacceptable</u>
1. Problem Solving Degree to which employee identifies problems and takes appropriate action to find long-term solutions. <div style="text-align: right;"><input type="checkbox"/></div>	Consistently seeks out and identifies problems and takes appropriate action. Draws on a variety of resources to solve problems in a comprehensive and timely manner. <div style="text-align: right;"><input type="checkbox"/></div>	Performance meets job standards and often exceeds standard in specific performance areas in this category. <div style="text-align: right;"><input type="checkbox"/></div>	Identifies problems in assigned area or learns of problems from departmental sources. Assists with problem-solving efforts and solves problems in a timely fashion. <div style="text-align: right;"><input type="checkbox"/></div>	Performance meets job standards generally; however improvement is required in specific performance areas in this category. <div style="text-align: right;"><input type="checkbox"/></div>	Is unaware of problems in assigned area or does not take action to solve problems. Does not assist or participate in problem-solving efforts. <div style="text-align: right;"><input type="checkbox"/></div>
Examples/comments:					
2. Community/ Customer Interaction Degree of demonstrated connection and interaction with customers, community members and/or community groups. <div style="text-align: right;"><input type="checkbox"/></div>	Has extensive knowledge of customer/community needs and concerns. Listens effectively, seeks feedback, understands issues, and builds positive relationships. Regularly participates in meetings/events. <div style="text-align: right;"><input type="checkbox"/></div>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <div style="text-align: right;"><input type="checkbox"/></div>	Familiar with customer/community needs and concerns and keeps abreast of major issues. Participates in community meetings when necessary. <div style="text-align: right;"><input type="checkbox"/></div>	Performance meets job standards generally; however improvement is required in specific performance areas in this category. <div style="text-align: right;"><input type="checkbox"/></div>	Lack of demonstrated interest in/interaction with customers, community members or community groups. Unwilling to participate in community meetings or is unaware of community groups. <div style="text-align: right;"><input type="checkbox"/></div>
Examples/comments:					

3. Performance of Duties Degree to which employee understands good work habits, departmental goals and objectives, and works to achieve them. <input type="checkbox"/>	Exceptional in meeting performance standards. Exemplifies department goals and objectives. Sets examples and works with others to achieve goals. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Demonstrates clear understanding of department goals and standards. Works appropriately toward achieving those goals. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Does not understand department goals, or if known, does not support or adhere to performance standards. Does not work to achieve goals. <input type="checkbox"/>
Examples/comments:					
Category	Outstanding	Exceeds Standards	Meets Standards	Needs Improvement	Unacceptable
4. Judgment and Decision Making Degree to which employee makes good decisions and performs under pressure or in stressful conditions. <input type="checkbox"/>	Outstanding judgment and decision-making. Effectively manages incidents with little or no supervision within the bounds of authority. Makes excellent decisions. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Makes appropriate decisions. Seeks out guidance and supervision when necessary. Considers the impact of decisions and accepts responsibility for actions taken. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Unable to make independent decisions. Exercises poor judgment and decision-making ability. Requires constant supervision. Fails to accept responsibility for action taken. <input type="checkbox"/>
Examples/comments:					
5. Initiative Degree to which employee displays the motivation necessary to perform duties without urging from supervisors or fellow employees. <input type="checkbox"/>	Highly motivated and sets an example for other employees. Actively pursues every opportunity to improve performance. Productivity is exemplary. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Displays proper motivation. Only requires routine guidance and direction. Attends and participates in department provided training. Uses resources as necessary. Productivity meets department standards. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Lacks motivation and must be urged to get results. Fails to attend or participate in department training. Self-initiated activity and productivity are below standard. <input type="checkbox"/>
Examples/comments:					

6. Oral Communication Skills Degree to which employee verbally communicates with citizens and fellow employees. <input type="checkbox"/>	Exceptional in expressing thoughts and ideas. Always conveys a positive attitude in the workplace. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Communicates in a professional and appropriate manner. Generally conveys a positive attitude. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Verbal communication is ineffective and inappropriate. Unable to communicate clearly. Conveys a negative attitude. <input type="checkbox"/>
Examples/Comments:					
7. Written Communication Skills Degree to which employee communicates through written documents, reports, departmental memorandum, project reports, etc. <input type="checkbox"/>	Submits exemplary written documents. Identifies and addresses all pertinent issues regardless of complexity of subject. Documents are clear, concise, and are submitted on or before the due date. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Submits concise, comprehensive, and understandable written documents. Documents are free of spelling errors, grammatical errors, and are turned in on time. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Does not produce professional, clear, and concise written documents. Written documents do not meet department standards and are not turned in on time. <input type="checkbox"/>
Examples/Comments:					
<u>Category</u>	<u>Outstanding</u>	<u>Exceeds Standards</u>	<u>Meets Standards</u>	<u>Needs Improvement</u>	<u>Unacceptable</u>
8. Teamwork Degree to which employee works in groups, assists coworkers in getting work done, and promotes good working relationships. <input type="checkbox"/>	Exceptional in getting team results. Selfless in helping others. Promotes harmony and good working relationships. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Accepts role in organization. Good peer relationships and respects coworkers' opinions. Works effectively in a team environment. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Detrimental to team efforts. Unable to accept role in organization, resists instructions, and is self-serving in a team environment. <input type="checkbox"/>
Examples/Comments:					
9. Employee and Workplace Safety Degree to which employee maintains professional safety standards and adheres to workplace safety procedures. <input type="checkbox"/>	Strives to continually improve employee and workplace safety. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Proficient in all aspects of employee and workplace safety. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Consistently fails to employ safety skills and overlooks obvious workplace safety procedures. <input type="checkbox"/>
Examples/Comments:					

10. Physical condition/Appearance Degree to which employee maintains physical requirements, uniform/attire and appropriate grooming standards. <input type="checkbox"/>	Endeavors to maintain physical condition required for optimal job performance. Uniform/attire is always clean, neat, and pressed. Exceeds grooming and hygiene standard. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Puts forth acceptable degree of effort to maintain required physical condition. Uniform/attire is always clean and in good repair. Adheres to grooming and hygiene standards. Presents a neat and professional appearance. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Makes little effort to maintain required physical condition for job performance. Fails to adhere to acceptable grooming and appearance standards. Personal hygiene is poor. <input type="checkbox"/>
Examples/Comments:					
11. Commitment to Organizational Mission and Goals Degree to which employee demonstrates understanding and support for department's mission, goals and service priorities. <input type="checkbox"/>	Exemplifies the mission and goals with policy implementation. Issues are identified and solutions are implemented to solve problems. Motivates employees to support mission and goals. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Properly implements policies and procedures. Problems are addressed and solutions are suggested to resolve issues. Promotes mission and goals in the workplace. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Does not understand or ignores policies and procedures. Opposes management decisions and does not support department mission and goals. <input type="checkbox"/>
Examples/Comments:					
<u>Category</u>	<u>Outstanding</u>	<u>Exceeds Standards</u>	<u>Meets Standards</u>	<u>Needs Improvement</u>	<u>Unacceptable</u>
12. Professional Development Degree to which employee has maintained required certifications and endeavored to grow professionally. <input type="checkbox"/>	All required certifications are met well within established timelines. Eagerly participates in required training. Takes initiative to seek out numerous internal and/or external educational opportunities. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	All required certifications are met by deadlines. Regularly participates in required training. Keeps pace with current professional standards primarily through self-study. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Required certifications lapse or are not addressed. Needs coaxing to participate in required training. No attempt to maintain or improve professional standards in current role. <input type="checkbox"/>
Examples/Comments:					

13. Emergency Response Skills Degree to which employee performs fireground/emergency scene tasks. Degree to which employee maintains professional safety standards and adheres to workplace safety procedures. <input type="checkbox"/>	Demonstrates exceptional skills mitigating the full range of emergency situations within assigned role. Consistently utilizes innovative approaches to successfully complete tasks. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Exhibits the required knowledge, skills and abilities when performing tasks in the emergency setting. Demonstrates ability to overcome obstacles by using different skills. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Does not have required knowledge, skills and abilities to perform most tasks in the emergency setting. Unable to overcome even basic obstacles that arise in the course of an emergency response. <input type="checkbox"/>
Examples/Comments:					

SUPERVISORY/MANAGERIAL PERFORMANCE

☐ Not Applicable

<u>Category</u>	<u>Outstanding</u>	<u>Exceeds Standards</u>	<u>Meets Standards</u>	<u>Needs Improvement</u>	<u>Unacceptable</u>
1. Leadership Skills Degree to which supervisor/manager practices effective leadership skills and enhances working relationships to achieve desired results. <input type="checkbox"/>	Demonstrates outstanding leadership skills. Aptitude for decision-making is exceptional. Skills inspire employees to extraordinary development and achievement. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Assumes responsibility and decision making authority. Fair and impartial in all situations. Shares knowledge and expertise with employees. Successful in motivating employees. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Seldom accepts responsibility. Avoids decision-making. Does not have good leadership skills. Creates conflict in the workplace. <input type="checkbox"/>
Examples/Comments:					
<u>Category</u>	<u>Outstanding</u>	<u>Exceeds Standards</u>	<u>Meets Standards</u>	<u>Needs Improvement</u>	<u>Unacceptable</u>
2. Employee Development Degree to which supervisor/manager improves or facilitates training, performance and professional development of employees. <input type="checkbox"/>	Exceptional in getting team results. Selfless in helping others. Promotes harmony and good working relationships. <input type="checkbox"/>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <input type="checkbox"/>	Provides employees the opportunity for training and overall development. Addresses performance issues by giving honest and accurate feedback. <input type="checkbox"/>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <input type="checkbox"/>	Ignores or creates barriers for employee development. Disregards employee performance issues. <input type="checkbox"/>
Examples/Comments:					

3. Planning and Organizational Skills Degree to which supervisor/manager coordinates, facilitates, and delegates to ensure successful completion of assigned tasks. <div style="text-align: center;"><input type="checkbox"/></div>	Displays outstanding budgetary and administrative skills. Inspires employees to successfully develop, implement, and complete projects. <div style="text-align: center;"><input type="checkbox"/></div>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <div style="text-align: center;"><input type="checkbox"/></div>	Adheres to budgetary and administrative guidelines. Provides opportunities for employees to develop, implement, and complete projects. <div style="text-align: center;"><input type="checkbox"/></div>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <div style="text-align: center;"><input type="checkbox"/></div>	Displays indiscretion regarding budgetary and administrative expectations. Does not delegate work to capable employees or refuses responsibility by delegating all tasks. <div style="text-align: center;"><input type="checkbox"/></div>
Examples/Comments					
4. Maintains Professional Work Environment Degree to which supervisor/manager ensures adherence to policies, procedures, and regulations. <div style="text-align: center;"><input type="checkbox"/></div>	Inspires a cohesive and professional work environment. Takes exceptional steps to ensure the development and adherence to professional standards. Effectively applies disciplinary procedures. <div style="text-align: center;"><input type="checkbox"/></div>	Performance meets job standards and often exceeds standards in specific performance areas in this category. <div style="text-align: center;"><input type="checkbox"/></div>	Maintains a professional work environment. Adheres to professional standards. Known issues are confronted. Satisfactorily applies disciplinary procedures. <div style="text-align: center;"><input type="checkbox"/></div>	Performance meets job standards generally, however improvement is required in specific performance areas in this category. <div style="text-align: center;"><input type="checkbox"/></div>	Sets a poor example or ignores employees. Disciplines inappropriately and oppressively. Responds emotionally without due regard for fairness. <div style="text-align: center;"><input type="checkbox"/></div>
Examples/Comments:					

Part II Narrative - Explanation of Specific Performance Categories

Part II Narrative - Explanation of Specific Performance Categories (continued)

Part III – Narrative
Specific Job Performance Improvements (use reverse if necessary)

Part IV – Narrative
Goals to be Achieved for the Next Evaluation Period (use reverse if necessary)

Part V - Signatures

Employee's Signature: _____ **Date:** _____
Signature indicates only that the evaluation has been reviewed with employee

Employee Comments: _____

Evaluator's Signature: _____ **Date:** _____

Reviewer's Comments: _____

Reviewer's Signature: _____ **Date:** _____

Battalion Chief's Signature: _____ **Date:** _____

Fire Chief's Signature: _____ **Date:** _____

Original: Employee Personnel File
Copy: Employee (if desired)