

A d d e n d u m



Town of Chino Valley
202 N State Route 89
Chino Valley, AZ 86323
(928) 636-2646

2013/14 PERFORMANCE EVALUATION PLANNING AND APPRAISAL ADDENDUM

Employee Number	First Name	Last Name	MI
<p>JOB RELATED DIMENSIONS: This form is an addendum to the Evaluation Form and is used to support the ratings given to an employee. Please describe, in detail, your reasoning for ratings of “Exceeds Expectations” or “Needs Improvement.” However, a narrative description may be written for all ratings.</p> <p>Description: EE-Exceeds Expectations ME-Meets Expectations NI-Needs Improvement</p>			
<p>1. Initiative: Making active attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being proactive</p>			<p>Rating</p> <input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI
<p>2. Integrity: Maintaining and promoting social, ethical and organizational norms in conducting internal and external business activities</p>			<p>Rating</p> <input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI
<p>3. Teamwork/ Collaboration: Working effectively with team/work group or those outside the formal line of authority (e.g., peers, senior managers) to accomplish organizational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus; subordinating own objectives to the objectives of the organization or team.</p>			<p>Rating</p> <input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI
<p>4. Coaching: Supporting and facilitating the development of others' knowledge and skills; providing timely feedback and guidance to help them reach goals.</p>			<p>Rating</p> <input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI

<p>5. Adaptability: Maintaining effectiveness in varying environments and with different tasks, responsibilities and people.</p>	<p>Rating <input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI</p>
<p>6. Communication: Expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.</p>	<p>Rating <input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI</p>
<p>7. Analysis/Problem Assessment: Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.</p>	<p>Rating <input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI</p>
<p>8. Technical/ Professional Knowledge: Having achieved a satisfactory level of technical and professional skills/knowledge in job-related areas; keeping abreast of current developments and trends in areas of expertise.</p>	<p>Rating <input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI</p>

MY SUPERVISOR HAS DISCUSSED THIS PERFORMANCE PLANNING AND APPRAISAL ADDENDUM WITH ME. I WISH TO MAKE THE FOLLOWING COMMENTS:

EMPLOYEE'S SIGNATURE

TITLE

DATE

APPRAISER'S SIGNATURE

TITLE

DATE