

**BOROUGH OF MADISON
PERSONNEL EVALUATION FORM**

Employee: _____

Date of Evaluation: _____

Evaluator: _____

GOALS AND OBJECTIVES	DOES NOT MEET EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
Employee is knowledgeable about the methods, techniques, procedures and tools necessary for the position. Possesses and maintains all certifications necessary for the position.			
Comments: _____ _____ _____ _____			
Employee's performance is consistent and dependable. Employee performs a quality and quantity of work based on established standards.			
Comments: _____ _____ _____ _____			
Employee conducts self in an appropriate manner. Shows interest in position. Personal appearance is appropriate for position. Demonstrates organizational skills and refrains from actions that would result in discipline.			
Comments: _____ _____ _____ _____			

GOALS AND OBJECTIVES	DOES NOT MEET EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
Employee demonstrates teamwork and ability to work with others in cooperative and productive manner.			
Comments: _____ _____ _____ _____			
Employee demonstrates respect for self, co-workers and the public.			
Comments: _____ _____ _____ _____			
Employee acts in a professional and courteous manner when dealing with members of the public.			
Comments: _____ _____ _____ _____			
Employee completes work timely without needing guidance from managers or supervisors.			
Comments: _____ _____ _____ _____			

GOALS AND OBJECTIVES	DOES NOT MEET EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
Employee demonstrates good attendance and punctuality.			
Comments: _____ _____ _____ _____			
Employee demonstrates planning and organizational skills, problem solving, and leadership.			
Comments: _____ _____ _____ _____			

Employee
Comments: _____

Employee Signature: _____ Date: _____