



CITY OF COOKEVILLE

EMPLOYEE PERFORMANCE EVALUATION

DISTRIBUTION

Original _____ Human Resources

Copies To _____ Employee

_____ Dept. File

Employee Name: _____

Hire Date: _____ Job Title: _____

Department: _____

Rating Period: From: _____ To: _____

Type of Review: Probationary

Annual Review

The value of this review depends solely on the person making the rating, his/her impartiality, and sound judgment. The rating should be made with great care and fairness in the interests of the employee and the City of Cookeville. Think carefully of the employee's work and make an honest judgment of the qualities of the employee. Base your judgment on the entire period covered and not upon isolated incidents alone. Base your ratings on accepted standards for that type of work. If additional space is needed for comments, feel free to attach additional sheet.

QUANTITY OF WORK

Consider the quantity of work performed and the promptness with which it is completed.

Seldom completes an acceptable amount of work. Generally slow. Wastes time. Productivity inadequate.

Production below average. Does just enough to get by. Needs to work more rapidly.

Usually produces an acceptable volume of work. Works steadily.

Produces a high quantity of work. A thorough and careful worker. Seldom slacks off.

Consistently high production. Works with speed and accuracy. Does more than expected.

Unsatisfactory

Below Average

Average

Above Average

Outstanding

Comments: _____

QUALITY OF WORK

Consider the quality of work performed. Is it neat? Does it meet standards?

Makes excessive and repetitive mistakes. Cannot be given work requiring accuracy.

Work often needs excessive inspection. Makes more errors than should.

Quality meets set standards. Makes few errors.

Quality is above set standards. Does good work.

Errors are rare. Does excellent work.

Unsatisfactory

Below Average

Average

Above Average

Outstanding

Comments: _____

KNOWLEDGE OF WORK

Consider basic knowledge of job, related work and equipment.

Has inadequate knowledge of job and procedures. Fails to grasp anything but most elementary concepts of job.

Sometimes slow to grasp details required. Has acquired limited knowledge of job.

Acceptable knowledge of job and procedures. Needs normal amount of instruction.

Good knowledge of job and procedures. Needs little instruction.

Thorough knowledge of job and procedures. Excellent grasp of details.

Unsatisfactory

Below Average

Average

Above Average

Outstanding

Comments: _____

DEPENDABILITY

Consider amount of supervision required, punctuality, and attendance.

Requires constant supervision. Lacks follow through. Cannot be depended upon. Absent often or frequently tardy. Seldom reports in when absent.

Requires more than normal supervision. Lacks initiative. Is easily distracted. Absent or tardy rather frequently. Sometimes forgets to report in.

Requires normal supervision. Generally dependable. Follows instructions. Usually on time. Not often absent.

Requires minimum supervision. Good follow through. Follows instructions well and shows initiative. Good attendance record. Rarely absent or tardy.

Requires little or no supervision. Can always be depended upon. Follows instructions with great accuracy. Excellent attendance.

Unsatisfactory

Below Average

Average

Above Average

Outstanding

Comments: _____

DEALING WITH CO-WORKERS

Consider willingness to work with and help others. Ability to accept constructive criticism. Attitude toward, and cooperativeness with fellow employees and supervisors.

Does not cooperate. Resents constructive criticism. Bad attitude. Gets along poorly with co-workers.

Reluctant to cooperate. Resists constructive criticism. Poor attitude. Often has problems with co-workers.

Is generally cooperative. Accepts constructive criticism. Generally good attitude. Few problems with co-workers.

Cooperates well. Responds to constructive criticism. Good attitude. Co-worker problems rare.

Very cooperative. Encourages constructive criticism. Excellent attitude. Admired by co-workers.

Unsatisfactory

Below Average

Average

Above Average

Outstanding

Comments: _____

DEALING WITH PUBLIC

Consider willingness to work with the public. Ability to handle complaints or disgruntled citizens. Ability to cause a positive effect on the public.

Cannot deal with public. Often rude or inconsiderate. Projects bad image.

Has trouble dealing with public. Sometimes rude or inconsiderate. Projects poor image.

Deals with public adequately. Is generally pleasant and considerate. Projects acceptable image.

Is good in dealing with public. Is very pleasant and considerate. projects good image.

Is excellent in dealing with public. Always pleasant and considerate. Projects excellent image.

Unsatisfactory

Below Average

Average

Above Average

Outstanding

Comments: _____

PERFORMANCE EVALUATION RECOMMENDATIONS

Employee Strengths:

- 1. _____
- 2. _____

Areas Needing Improvement:

- 1. _____
- 2. _____

CERTIFICATIONS

CERTIFICATION BY RATER

I hereby certify that this report constitutes my best judgment of the job performance of this employee and is based on personal knowledge of his/her work. If the employee has worked under my supervision less than twelve (12) months, I certify that I have discussed the employee's job performance with the previous supervisor and that the employee's performance during the time under this supervisor is reflected in the appraisal.

Signature of Rater: _____ Title: _____ Date: _____

REVIEW BY REVIEWER

I hereby certify that I have carefully reviewed this report and informed the rater of any inconsistencies/errors noted and/or lack of required documentation as given on this form. I understand that if I do not agree with an assigned rating, I can discuss my disagreement with the rater and use the comments section below to state my disagreement.

Signature of Reviewer: _____ Title: _____ Date: _____

Reviewer Comments: _____

REVIEW BY EMPLOYEE

I hereby certify that I have received a copy of this performance appraisal and that it has been discussed with me. If I disagree with the appraisal, I will use the comments section below to state my complaints.

Signature of Employee: _____ Title: _____ Date: _____

Employee Comments: _____

REVIEW BY DEPARTMENT DIRECTOR

Comments: _____

Signature of Director: _____ Date: _____

REVIEW BY HUMAN RESOURCES DIRECTOR

I hereby certify that I have received this report and noted any inconsistencies/errors.

Comments: _____

Signature of Human Resources Director: _____ Date: _____