

**TOWN OF MANCHESTER, CONNECTICUT
UNAFFILIATED EMPLOYEE EVALUATION REPORT
FOR EVALUATION YEAR 2011-2012**

Employee Name: _____

Position Title: _____

Date of Hire: _____

Salary Range	Minimum	Maximum
2012-2013	\$ _____	\$ _____
Current Salary: \$ _____	Previous Year's Merit July 1, 2011 \$ _____	

Merit Increase \$ _____ Effective Date _____

Adjusted Base Salary: \$ _____

Dede Moore, Director of Administrative Services

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EVALUATION BY DEPARTMENT HEAD:

Job Description Section: Attach copy of job description. Discuss each area. Correlate discussion with performance factors on page 2. Attach additional sheets as necessary.

Evaluation by Department Head:

Statement of Goals (to be developed in conjunction with Dept. Head):

Performance Factors:

Rating	Marginal	Satisfactory	Superior
Communication Skills-verbal & written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation/Accepts Direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts Responsibility/Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee/Public Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Under Duress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observance of Work Hours/Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Department Head Signature

Employee Comments:

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Employee's Signature

Date of Discussion