



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

**PERFORMANCE EVALUATION  
 PLANNING AND APPRAISAL FORM**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
 Last Name First Name Emp. Number

Employee Job Title Division (if applicable) Department

Appraiser Name (print) Appraiser Job Title

Period being Reviewed

From: \_\_\_\_\_  
 To: \_\_\_\_\_

Type of Review

Annual : \_\_\_\_\_  
 Other: \_\_\_\_\_

DID EMPLOYEE COMPLETE A SELF-APPRAISAL FORM? YES: \_\_\_\_\_ No: \_\_\_\_\_

Performance Goals: Establish goals and objectives for the next review period and the job-related dimensions necessary for their achievement. Goals should be SMART (specific, measurable, attainable, realistic, and timely). May use space on page 3 if necessary.

Goal 1:

Goal 2:

Goal 3:

Goal 4:

DESCRIPTION	% of people who typically fit here
<b>Exceptional:</b> A clear and obvious strength. Well above average.	About 30%
<b>Meets Expectations:</b> Totally competent performance. Good solid contributor.	About 50% or more
<b>Needs Improvement / Unsuccessful:</b> Needs development. Some improvement required. More skill / experience / time in position required to attain fully successful performance. Fails to meet minimum levels of acceptability. A serious deficiency.	About 20%

Job Related Dimensions: Dimensions are job-related characteristics or skills determined to be critical for success on the job. These dimensions incorporate the Core Values adopted by our employees in the Fall of 2014.	Needs Improvement	Meets Expectations	Exceptional
1. <b>Innovation:</b> Employee uses imagination to develop better ways to solve problems, save money, and make improvements that will benefit the Town's operations and better serve the public. Is flexible and willing to quickly embrace change when improvements to operations and systems need to be made.			
2. <b>Integrity:</b> Employee demonstrates humility and forthrightness in all communications, while being fully accountable and answerable for his actions, words, and behavior. Employee strives to do his best every day.			
3. <b>Integrity:</b> Employee supports the organization and upholds its beliefs, standards, policies, procedures, and core values, even when he doesn't personally agree with them.			
4. <b>Teamwork:</b> Employee puts the good of the team before his own personal goals or interests. Works positively and cooperatively with other team members to build a strong and more inter-connected workforce.			
5. <b>Teamwork:</b> Employee demonstrates resourcefulness and problem-solving skills, is willing to learn new skills and tasks to add more value to the organization.			
6. <b>Responsible Communication:</b> Communication from employee occurs in a respectful, forthright, positive, and tactful manner. The employee keeps team members and leaders current on all relevant, job-related issues. Importantly, the employee strives to understand the context of the questions before responding, and strives to provide complete answers that do not exclude pertinent information nor include unnecessary information.			
7. <b>Service to Community:</b> Employee performs diligently to achieve excellence and high standards in every area of service to the public. When listening to the public's concerns, the employee demonstrates patience and empathy. Lastly, the employee speaks of the team, its leaders, and its representatives in a fair, positive, and respectful manner.			
8. <b>Leadership:</b> Employee shows wisdom, common sense, and civility in all decision-making. Employee motivates the actions and behaviors of by his character, humility, compassion, and positive example.			
9. <b>Leadership:</b> Employee demonstrates competency and professionalism in his job and is reliable in his work performance without having to be reminded. Employee looks ahead to the organization's future needs and works to address them responsibly and efficiently.			
10. <b>Initiative:</b> Employee makes active attempts to achieve established goals. Acts pro-actively in role; introduces effective ideas into the workplace.			

Performance Summary: Provide summary statements that characterize the employee's overall performance during the entire review period. This section may include comments regarding performance strengths, growth and / or improvement. (continue on next page if necessary)

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
Last Name First Name Emp. Number

Employee Job Title Division (if applicable) Department

Additional Notes: (Performance Summary / Goals)

My supervisor has discussed this Performance Planning and Appraisal Form with me. I wish to make the following comments:

**Overall Performance Rating:**

Needs Improvement

Meets Expectations

Exceeds Expectations /  
Exceptional

\_\_\_\_\_  
Employee's Signature / Date

\_\_\_\_\_  
Appraiser's Signature / Date