



City of Delaware
Ohio

Date: _____
 Employee Name: _____
 Position: _____
 Evaluator Name: _____
 Department: _____
 Period of review: _____
 Number of Rated Months: _____

Use the following Evaluation Ratings to summarize the employee's performance during the review period. Comment on performance for each section.

Evaluation Ratings:

OUTSTANDING	ABOVE AVERAGE	SATISFACTORY	MINIMUM STANDARD	SUB-STANDARD
Superior performance of exceptional quality and quantity throughout the review period.	Very good performance of high quality.	Acceptable and reliable performance. Clearly meeting standards.	Marginal performance. Improvement expected. Employee to be counseled.	Performance does not meet standards. Employee to be warned or terminated.

<p style="text-align: center;">CUSTOMER RELATIONS</p> <p> <input type="checkbox"/> Outstanding <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Minimum Standard <input type="checkbox"/> Sub-Standard </p>	<p>Displays friendly, helpful attitude when dealing with the public; courteous, polite and willing to assist.</p> <p>Comments:</p>
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<p style="text-align: center;">INITIATIVE</p> <p> <input type="checkbox"/> Outstanding <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Minimum Standard <input type="checkbox"/> Sub-Standard </p>	<p>Works independently; understands and asks questions; requires minimum follow-up; constructive use of time; understands priorities; requires minimum supervision; seeks opportunity to improve job knowledge.</p> <p>Comments:</p>
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DEPENDABILITY

Outstanding Above Average Satisfactory
 Minimum Standard Sub-Standard

Meets attendance and punctuality standards; functions responsibly with minimum supervision; follows rules and policies.

Comments:

ATTITUDE

Outstanding Above Average Satisfactory
 Minimum Standard Sub-Standard

Cooperative; positive outlook; enthusiastic; works well with others; conscientious; accepts responsibility; accepts criticism; follows rules and policies; flexible.

Comments:

PRODUCTIVITY

Outstanding Above Average Satisfactory
 Minimum Standard Sub-Standard

Consistently meets or exceeds department production goals; completes tasks on a timely basis; meets deadlines; adjusts to increased workloads.

Comments:

QUALITY

Outstanding Above Average Satisfactory
 Minimum Standard Sub-Standard

Completes work accurately and neatly; has ability to organize assignments; applies thought and judgment to each task.

Comments:

JOB KNOWLEDGE / SKILLS

Outstanding Above Average Satisfactory
 Minimum Standard Sub-Standard

Knows duties, procedures and other requirements related to job. Knows how to find and use necessary information. Skilled in use of machines and equipment.

Comments:

<p style="text-align: center;">EVALUATION SUMMARY</p> <p> <input type="checkbox"/> Outstanding <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Minimum Standard <input type="checkbox"/> Sub-Standard </p>	<p>Overall effectiveness of employee performance.</p> <p>Comments:</p>
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Fill in each item completely.

<p><i>Describe the employee's most valuable strengths.</i></p> <hr/> <hr/> <hr/> <hr/>
<p><i>Describe the employee's development needs.</i></p> <hr/> <hr/> <hr/> <hr/>
<p><i>Comment on aspects of the employee's performance which have changed significantly since the last review.</i></p> <hr/> <hr/> <hr/> <hr/>
<p><i>What performance improvement goals must the employee achieve during the next review period?</i></p> <hr/> <hr/> <hr/> <hr/>

Employee and supervisor must sign this form at the completion of the evaluation interview. Supervisor returns this form to the Human Resources Department.

<p>My signature only notes that the Performance Evaluation has been discussed with me and it does not necessarily mean that I agree with all or any part of what was discussed or written. If I wish to comment further, I understand that I may attach a document to this Evaluation.</p>	<p>Reason for Evaluation:</p> <p> <input type="checkbox"/> Annual <input type="checkbox"/> Probationary Six Month Review <input type="checkbox"/> Other (Specify) _____ </p>	<p>_____ Supervisor Signature Date</p> <p>_____ Department Signature Date</p> <p>_____ HR Review Date</p>
<p>_____ Employee Signature Date</p>		

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