

TOWN OF CAPE ELIZABETH DEPARTMENT OF PUBLIC WORKS

EMPLOYEE EVALUATION FORM

Name: _____ Date: _____

Department/Division: _____ Job Title: _____

PURPOSE OF THIS EMPLOYEE EVALUATION:

To identify challenges and strengths of the individual, and to outline and agree upon a practical improvement program. Conducted annually on (or about) the employee's anniversary date, these evaluations will document a history of development and progress for the Town and the employee.

INSTRUCTIONS TO EVALUATOR:

Listed below are a number of traits, abilities and characteristics that are important for success in the field of public works. Place an "X" mark on each rating scale, within the descriptive phases, which most nearly describes the person being rated.

CAREFULLY EVALUATE EACH OF THE QUALITIES SEPERATELY:

Two common mistakes in rating are: 1) A tendency to rate nearly everyone as "average" on every trait instead of being more critical in judgment. The evaluator should use the ends of the scale as well as the middle, and 2) the "Halo Effect," i.e., a tendency to rate the same individual "excellent" on every trait based on the overall picture of the person being rated. However, each person has challenges and strengths and these should be indicated on the rating scale.

ACCURACY: *is the correctness of work duties performed.*

Makes frequent errors.	Careless; makes recurrent errors.	Usually accurate; makes only average number of mistakes.	Requires little supervision; is exact and precise	Requires absolute minimum of supervision; is almost always accurate.
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ALERTNESS: *is the ability to listen to, and follow instructions, to meet changing conditions and to solve novel or problem situations.*

Slow to “catch on.”	Requires more than average instructions and explanations.	Grasps instructions with average ability.	Usually quick to understand and learn.	Exceptionally keen and alert.
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CREATIVITY: *is talented for suggesting new ideas or approaches, for finding new and better ways of doing things and for being imaginative.*

Rarely has a new idea; is unimaginative.	Occasionally comes up with a new idea.	Has average imagination; has reasonable number of new ideas.	Frequently suggests new ways of doing things; is very imaginative.	Continually seeks new and better ways of doing things; is extremely imaginative.
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FRIENDLINESS: *is the sociability and warmth that an individual imparts in his/her attitude toward fellow employees, citizens, his/her supervisor and the person he/she may supervise.*

Very distant and aloof.	Approachable; friendly one known by others.	Warm; friendly; sociable.	Very sociable and out-going.	Extremely sociable; excellent at establishing good will.
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PERSONALITY: *is an individual's behavior characteristic or his/her personal suitability for the job.*

Personality unsatisfactory for this job.	Personality questionable for this job.	Personality satisfactory for this job.	Very desirable personality for this job.	Outstanding personality for this job.
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PERSONAL APPERENCE: *is the personal impression an individual makes on others. (Consider cleanliness, grooming, care and appearance of uniforms provided.)*

Very untidy; poor care of uniforms and/or attire.	Sometimes untidy and careless about personal appearance.	Neat and clean; satisfactory personal appearance.	Careful about personal appearance and care of uniforms/attire.	Unusually well groomed; very neat; excellent care of uniforms/attire.
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PHYSICAL FITNESS: *is the ability to work long hours consistently and with only moderate fatigue. (Consider physical alertness and energy.)*

Tires easily; is weak and frail	Frequently tires and is slow.	Meets physical and energy job requirements.	Good health; seldom appears to be fatigued.	Excellent health and has the stamina to work long hours.
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ATTENDANCE: *is the faithfulness in conforming to reporting times and being prepared for work each day. .*

Often absent without a good excuse and frequently reports for work late.	Occasionally late and/or not prepared for start of workday.	Meets attendance requirements for position.	Prompt and regular in attendance.	Always prompt; volunteers for overtime opportunities when asked.
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HOUSEKEEPING: *is the orderliness and cleanliness in which an individual keeps his/her work area and/or equipment that he/she is assigned to operate.*

Disorderly or untidy.	Some tendency to be careless and untidy.	Ordinarily keeps area or equipment fairly neat.	Quite conscientious about neatness and cleanliness.	Unusually neat, clean and orderly.
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DEPENDABILITY: *is the ability to do required jobs well with a minimum of supervision.*

Requires close supervision; is unreliable.	Sometimes requires prompting.	Takes care for necessary tasks and completes with reasonable promptness.	Requires little supervision; is reliable.	Requires absolute minimum of supervision.
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DRIVE: *is the desire to attain goals, and to achieve results with a positive attitude.*

Sets goals too low and puts little effort to achieve results.	Works hard to achieve, but finds work difficult.	Meets goals and effort required for position.	Strives hard, has high desire to achieve.	Sets high goals and strives incessantly to reach these.
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JOB KNOWLEDGE: *is the information concerning work duties which an individual should know for satisfactory job performance.*

Poorly informed about responsibilities.	Lacks knowledge of some phases of work.	Moderately informed; can answer most common questions.	Understands all phases of work.	Has complete mastery of all phases of job
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QUANTITY OF WORK: *is the amount of work an individual does in a workday.*

Does not meet minimum requirements.	Does just enough to get by.	Volume of work is satisfactory.	Very industrious; does more than is required.	Superior work production record.
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STABILITY: *the reaction to pressure and to adapt in a crisis and/or changing situation.*

Goes “to pieces” under pressure; is “jumpy” and nervous.	Easily irritated under certain situations.	Has average tolerance for crises; usually remains calm.	Tolerates most pressures; very good tolerance for crises.	Thrives under pressure; really enjoys solving a crises and/or problem.
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COURTESY: *is the polite attention an individual displays to co-workers and/or citizens.*

Blunt; discourteous; antagonistic	Sometimes tactless.	Agreeable and pleasant.	Always very polite and willing to help.	Inspiring to others in being courteous and very pleasant.
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OVERALL EVALUATION: *in comparison with other employees with the same length of service in similar positions within the department.*

Definitely unsatisfactory.	Currently not meeting position expectations, but making progress.	Meets position expectations and requirements.	Exceeds expectations; Above average.	Outstanding.
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