

TOWN OF CUMBERLAND Annual Performance Summary

Employee Name:	Job Title:
Date of Hire at Present Position:	Department:
Supervisor's Name:	Review Period: From _____ to _____

Rating Categories and Definitions

- Exceeds Expectations** Frequently exceeds expectations through attention to and the completion of all assigned responsibilities. Unusual problems are properly considered and regularly well handled. Individuals strive for job improvement and initiative is regularly displayed. The contribution of these individuals is usually beyond that expected.
- Meets Expectations** Performance meets the requirements of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently. **THIS RATING IS NOT TO BE CONSIDERED AS MARGINAL PERFORMANCE.**
- Needs Improvement** Performance does not consistently meet minimum expectation of the position. Supervisor will provide specific written expectations for improvement.

General Factors	Rating	Comments
<i>Job Knowledge & Skills</i> – The extent to which an employee possesses and applies the practical and technical knowledge and skills required on the job.		
<i>Job Performance/Productivity</i> – The extent to which an employee's work is consistently accurate, thorough and neat. The extent to which job is performed in a professional manner and the product quality meets town standards/expectations.		
<i>Attendance</i> – The extent to which an employee is punctual, observes designated work break/meal periods, has an acceptable overall attendance record, and properly schedules time off.		

General Factors	Rating	Comments
<p><i>Communication</i> – The extent to which an employee is proficient and professional in oral and written communications. Includes listening understanding, remembering, and following oral/written instructions; asking for clarification when necessary; and providing info to others in a clear, complete and concise manner.</p>		
<p><i>Organizational Skills</i> – The extent to which an employee works efficiently and productively, and effectively manages resources (labor, time, materials, etc.)</p>		
<p><i>Decision Making/Problem Solving</i> – The extent to which an employee demonstrates proper judgment, decision making, and problem solving skills when necessary.</p>		
<p><i>Service to Others</i> – The extent to which an employee is willing, and demonstrates the ability, to cooperate, work and communicate with internal or external customers, coworkers, supervisors, subordinates, and/or other outside contacts.</p>		
<p><i>Initiative</i> – The extent to which an employee is a self-starter, shares new and better ideas for doing things, and is willing to assume additional duties when necessary.</p>		
<p><i>Reliability</i> – The extent to which an employee can be relied upon regarding task completion and follow-up. Meeting deadlines on time without sacrificing accuracy, work quality, or customer service satisfaction.</p>		
<p><i>Adherence to Policy</i> – The extent to which an employee follows safety and conduct rules, other regulations, and adheres to work rules & personnel policy.</p>		

General Factors	Rating	Comments
<p><i>Adaptability</i> – Ability to which employee is flexible in responding to changes in the position and department requirements and/or needs.</p>		
<p><i>Judgment</i> – The extent to which employee is able to evaluate situations and make sound decisions based on his/her evaluation. Ability to analyze problems and recommend solutions.</p> <p><i>Working Relationships</i> – The extent to which the employee is willing to work with and help others; their ability to accept constructive criticism and cooperate with fellow employees and supervisors.</p>		

Goals discussed and agreed to for the upcoming review period: (Include development/training needs. If any ratings are "needs improvement," this part is not optional).

Employee comments: (optional – Attach additional page if necessary).

Employee's Signature * _____
Date

Supervisor's Signature _____
Date

*The signature of the employee indicates the evaluation has been reviewed in conference with the employee. The employee may express his/her opinion in writing on the evaluation or separate attachment. The employee's statement must be in duplicate and attached to this form. The employee shall receive a copy of the signed review.

ORIGINALS to: Human Resources

COPIES to: Employee and Supervisor