

**Town of Freeport, Maine**  
**Performance Evaluation - 2007**

Read carefully the Performance Factors and phrases describing Performance Levels below. On the basis of the employee's actual performance in the job versus his/her position's responsibilities, mark the score from 1 to 5 which is associated with the phrase best describing his/her performance.

**Job Knowledge and Skills** - Extent employee's skills and knowledge fulfill the responsibilities of the position.

1. Inadequate knowledge of job duties; does not apply knowledge/skills.
2. Basic understanding of job duties; requires frequent direction to apply knowledge/skills properly.
3. Properly applies skills and knowledge of the techniques, procedures, products, and materials to perform job duties.
4. Above average level of knowledge and skills applied to job duties; functions with minimal supervision.
5. Seeks additional job knowledge and skills and applies such to the overall improvement of department function.

\_\_\_Score

**Quantity of Work** - Volume of work regularly produced to meet job expectations and schedules.

1. Amount of work accomplished totally inadequate; below the job standards.
2. Below average volume of work; often slows Department operations.
3. Generally produces a volume of work that meets job standards.
4. Frequently achieves a high volume of work surpassing job requirements.
5. Consistently exceeds job requirements with exceptional speed and volume of work accomplished.

\_\_\_Score

**Quality of Work** - The accuracy, thoroughness and neatness of assignments being performed.

1. Work product is inaccurate and of unacceptable quality which reflects poorly on the Department.
2. Work frequently below quality standards; requires frequent direction to improve quality.
3. Work quality meets acceptable quality standards; requires some direction.
4. Work product is of consistent high quality; requires only minimum direction.
5. Results virtually perfect, exceptional accuracy, thoroughness and effectiveness, rarely needs direction.

\_\_\_Score

**Teamwork** - Willingness and ability to work with and for others.

1. Finds difficulty in being supervised; acts independently without respect to how actions affect others.
2. Usually gets along well with supervisor and others; occasional difficulties with other employees.
3. Responds well to supervision and direction; works well in a group.
4. Regularly contributes to the overall department efforts; actions complement efforts of other employees.
5. Exceptional team player whose contributions to the group are relied upon for smooth operations.

\_\_\_Score

**Service to Others** - Perception by both residents and employees are dependable and responsive to service needs.

1. Does not appear to care if others are satisfied; rarely acts in ways which promote courtesy or service.
2. Occasionally acts in ways which promote good service; sometimes abrupt or discourteous reflecting poorly on the office.
3. Readily assists residents and employees to provide good service; gives priority to satisfying others.
4. Frequently exceeds job responsibility to satisfy residents and others; is cheerful and friendly with others.
5. Exemplary service; sets example by promoting service to residents and others, recognized for good service to others.

\_\_\_Score

**Attendance/Dependability** - Punctuality and attendance record.

1. Frequently late or absent; seldom notifies supervisor of absence within appropriate time frame.
2. Occasionally reports late to work or back from lunch; higher than average sick days.
3. Consistently on time; average attendance record.
4. Seldom absent; reports absences early in order that alternate staffing may be arranged.
5. Virtually perfect attendance and punctuality; often prearranges alternate staffing for scheduled time off.

\_\_\_Score

Overall comments about the employee:

List specific areas in which the employee needs to improve and/or work objectives to be met by employee:

Recommendations:

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

I have read this appraisal and its content has been explained to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee comments:

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