

**AFSCME Units Annual Performance Appraisal
Six Month – Annual**

**The City and Union jointly encourage all employees to self-evaluate.
A copy of this form will be provided to the employee for their self evaluation.**

Name:
Distribution:
Job Title:
Appointment Date:
Rating Period:
Union Affiliation:
Rater:

Please check the statement(s) in each category that best describe(s) employee performance during the rating period.

1. Job Knowledge: Knowledge of procedures and processes required to do the job.

Supervisor Employee

- a. Has mastered all duties and/or skills and is creative in his/her approach to doing the job.....
- b. Is competent in dealing with difficult or complex issues, and understands all phases of their job.....
- c. Demonstrates adequate knowledge of routine aspects of job.
- d. Barely satisfactory knowledge of routine aspects of job.
- e. Lack of knowledge affects productivity.

Comments:

Category Rating: _____ **Exceeds Requirements** _____ **Fulfills Requirements** _____ **Needs Improvement**

2. Quantity of Work: Attention to work process, workload, timeliness and deadlines.

Supervisor Employee

- a. Industrious, does more than is required without compromising time management or quality.
- b. Always completes acceptable amount of work.
- c. Usually completes an acceptable amount of work.
- d. Not completing acceptable amount of work.

Comments:

Category Rating: _____ **Exceeds Requirements** _____ **Fulfills Requirements** _____ **Needs Improvement**

3. Quality of Work: Applies job knowledge to achieving division mission.

Supervisor Employee

- a. Applies creative assessment and problem solving to their work process
- b. Has a grasp of work process which produces effective results that meet quality and accuracy standards
- c. Has a basic understanding of the work process, applies it sporadically
- d. Lacks a basic understanding of work process

Comments:

Category Rating: _____ **Exceeds Requirements** _____ **Fulfills Requirements** _____ **Needs Improvement**

4. Judgement and Decision Making: Ability to make sound decisions and appropriate recommendations.

Supervisor Employee

- a. Applies logic to data collection/decisions, recommendations reflect above average insight and foresight.....
- b. Usually makes sound decisions (decisions which are relevant, based on guidelines and other resources).....
- c. Sometimes does not evaluate all relevant data before arriving at a decision.
- d. Makes poor decisions, avoids making decisions.....

Comments:

Category Rating: ____ Exceeds Requirements ____ Fulfills Requirements ____ Needs Improvement

5. Effort/Initiative: Extent that the employee sees what needs to be done and does it without being told or reminded. Commitment to get the work done and furthering the Division mission.

Supervisor Employee

- a. Is consistently self-directed while honoring policy limits; behavior exemplifies Division mission.
- b. Takes initiative to work on tasks, puts forth adequate effort to achieve job requirements, behavior is consistent with Division mission
- c. Needs occasional prompting, puts forth minimal effort, behavior occasionally supports Division mission.....
- d. Needs frequent prompting; puts forth no effort, behavior may contradict Division mission.....

Comments:

Category Rating: ____ Exceeds Requirements ____ Fulfills Requirements ____ Needs Improvement

6. Planning and Organizing: Orderliness, efficiency and planning ahead.

Supervisor Employee

- a. Able to anticipate events and organize work effectively in unusual or emergency situations
- b. Highly efficient and organized; plans ahead; strong overall sense of work priorities.....
- c. Efficient, plans work and utilizes time properly, realizes work priorities.....
- d. Occasional tendency to put work off, work backs up
- e. Little inclination for devising better means of managing time, poor organizer

Comments:

Category Rating: ____ Exceeds Requirements ____ Fulfills Requirements ____ Needs Improvement

7. Internal Communication: The degree to which the employee engages in and takes responsibility for two-way communication with co-workers, supervisors, and subordinates.

Supervisor Employee

- a. Consistently demonstrates the ability to listen effectively, clarifying statements of others as necessary, and articulates thoughts clearly and appropriately
- b. Demonstrates ability to listen and process information effectively and accurately
- c. Has difficulty listening, does not always transfer accurate information effectively, and does not always articulate thoughts clearly and appropriately
- d. Does not listen or articulate thoughts clearly and appropriately; may perpetuate misinformation

Comments:

Category Rating: ____ Exceeds Requirements ____ Fulfills Requirements ____ Needs Improvement

8. Personal and Job Growth: The degree to which the employee seeks to expand professionally.

Supervisor Employee

- a. Actively pursues opportunities for growth and development.....
- b. Seeks out feedback and makes extra effort to improve, regularly accepts and takes advantage of opportunities for growth and development
- c. Accepts performance feedback; makes effort to change and sustains that effort; attends mandatory training as required
- d. Has difficulty accepting performance feedback and expresses little interest in training opportunities; requires prompting to sign up for required training
- e. Ignores performance feedback; consistently refuses offers for skills training or professional development; does not sign up for required training

Comments:

Category Rating: Exceeds Requirements Fulfills Requirements Needs Improvement

9. Customer Service: The degree to which the employee views customers as partners and facilitates access to services, without regard to individual differences.

Supervisor Employee

- a. May identify customer service trends and applies creative thinking to improve all aspects of customer service while providing high quality service to all customers.....
- b. Solicits feedback from all customers and communicates this information to appropriate staff
- c. Exhibits commitment to fulfilling our obligation to serve all customers
- d. Exhibits limited commitment to the need to incorporate customer service concepts into routine.....
- e. Exhibits no commitment to the need to incorporate customer service concepts into practice

Comments:

Category Rating: Exceeds Requirements Fulfills Requirements Needs Improvement

10. Contribution to Team Effort: The degree to which an employee contributes to a positive work environment through respectfulness, creativity, cooperation and teamwork.

Supervisor Employee

- a. Demonstrates positive team leadership ability; seeks opportunities to work with all persons
- b. Consistently makes positive contributions to team effort; reaches out to all team members and includes them in work efforts and team activities
- c. Makes an overall positive contribution to team effort; makes effort to include all team members in work efforts and team activities
- d. Makes minimal contributions to team effort; may exclude some team members from work efforts or team activities..
- e. Undermines team effort; excludes some team members from work efforts or team activities

Comments:

Category Rating: Exceeds Requirements Fulfills Requirements Needs Improvement

11. Safety: The degree to which the employee contributes to work place safety.

Supervisor Employee

- a. Actively contributes to departmental safety efforts.....
- b. Identifies unsafe working conditions and notifies appropriate personnel.....
- c. Uses good judgment and follows safety guidelines
- e. Engages in unsafe behaviors; disregards safety guidelines

Comments:

Category Rating: Exceeds Requirements Fulfills Requirements Needs Improvement

12. Use of City Resources: The degree to which the employee maintains City equipment and materials.

Supervisor Employee

- a. Exhibits a superior use and care of City resources.....
- b. Exhibits strong commitment to maintenance and conservation of City resources
- c. Pays adequate attention to maintenance and conservation of City equipment and resources
- d. Makes minimal effort towards maintenance of City equipment and resources
- e. Does not pay attention to maintenance of City equipment and resources

Comments:

Category Rating: _____ **Exceeds Requirements** _____ **Fulfills Requirements** _____ **Needs Improvement**

13. Attendance: The degree to which the employee is at work and on time.

Supervisor Employee

- a. Absences or tardiness are rare.
- b. Absences and tardiness are within acceptable range as defined by Department policy; or the City average if there is no Department policy. Absences may exceed City average if there was an isolated extended period of sickness.....
- c. Absences or tardiness exceed acceptable standard; a chronic pattern of absenteeism may exist
- d. Is often absent or late; chronic pattern of absenteeism exists

Comments:

Category Rating: _____ **Exceeds Requirements** _____ **Fulfills Requirements** _____ **Needs Improvement**

Fill out the next section (14) only on employees with supervisory responsibilities.

14. Supervisory Responsibilities: The degree to which the employee has developed effective leadership abilities and provides effective leadership to their team without regard to individual differences.

Supervisor Employee

- a. Supervisor has developed a high performing team and most decisions are made by the team; supervisor encourages creativity and initiative among all team members
- b. Supervisor has delegated some decision-making to team and regularly provides team development opportunities; demonstrates effective leadership and conflict resolution skills
- c. Supervisor is an effective team leader to all team members; seeks to motivate all employees to apply themselves to their work; demonstrates basic conflict resolution skills.....
- d. Supervisor does not provide work team with leadership necessary to be an effective team; employee motivation and conflict resolution skills are below average.....

Comments:

Category Rating: _____ **Exceeds Requirements** _____ **Fulfills Requirements** _____ **Needs Improvement**

Overall Summary of Performance and Accomplishments in the last rating period:

Goals and Areas of Job Growth for the next rating period.
List goals as discussed between supervisor and employee. Describe how they will be achieved.

Employee Comments

Did you choose to self-evaluate? _____ **Yes** _____ **No**

How can your supervisor/employer **support** you in your growth?

What type of training or work opportunity is needed for successful completion of your goals?

After reviewing this evaluation I choose to take the following action.

_____ I am in agreement with this performance appraisal; no action is needed.

_____ I am not in full agreement of my evaluation, discussions with my rater have failed to satisfy me but I elect to take no action.

_____ I choose to meet with my Department personnel to attempt to resolve my concerns. I am not waiving my rights to file a grievance in accordance with my Union contract if this meeting does not meet my needs. My Union Steward is allowed to attend if I so choose.

_____ I disagree with my evaluation and wish to have a meeting with the Director of Human Resources, but am not waiving my rights to file a grievance.

_____ I disagree with my evaluation and intend to follow the grievance procedures as outlined in the Union contract.

Rater and Reviewer Authorization

Rater

Signature Date

Reviewer Comments: _____

Reviewer

Signature Date

Signature of Department Head/Division Head (if other than reviewer)

Date

Employee Confirmation

Comments:

Final signature: I have reviewed this evaluation, Rater and Reviewer comments, and my signature signifies that I am aware of its contents.

Employee Signature

Date