

**SCARBOROUGH PUBLIC WORKS DEPARTMENT
ANNUAL EVALUATION**

Rev.10/28/2004

MISSION STATEMENT:

We, the employees of the Town of Scarborough, being a team of workers in the Public Works Department, are dedicated to provide quality service and support to the community and its residents.

We are committed to the following principles and values:

- 1) To be professional and progressive at all times.
- 2) To be responsible and accountable for our individual and team actions.
- 3) To be honest and committed to the Town of Scarborough.
- 4) To treat all members of the community, and each other, with respect.

Serving the community with a

Professional attitude while

Working as a team !

NAME:

JOB TITLE:

ANNIV.DATE:

NEXT REVIEW:

Work Quality	<input type="checkbox"/> Highest Quality Continually Improves Process	<input type="checkbox"/> Above Standards Always attempts quality	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Occasional Poor Quality and Workmanship	<input type="checkbox"/> Consistently Poor Quality and Workmanship

Job Knowledge	<input type="checkbox"/> Expert in own Job/Proficient in other jobs within P.W. Dept	<input type="checkbox"/> Knows own job well & Know other Job Functions	<input type="checkbox"/> Meets Standard for Job Knowledge	<input type="checkbox"/> Improvement Necessary	<input type="checkbox"/> Limited or Unacceptable Job Knowledge

Productivity	<input type="checkbox"/> Exceptionally High Output	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average Meets Expectations	<input type="checkbox"/> Improvement Necessary Low Productivity	<input type="checkbox"/> Consistently Slow and Unacceptable

Diligence / Attentiveness	<input type="checkbox"/> Works Conscientiously	<input type="checkbox"/> Dependable No Checking Required	<input type="checkbox"/> Follows Instructions Carefully	<input type="checkbox"/> Requires Frequent Checking	<input type="checkbox"/> Consistently Requires Checking and Follow-up

Adaptability	<input type="checkbox"/> Exceptionally Adaptable Welcomes Change	<input type="checkbox"/> Good Adaptability	<input type="checkbox"/> Meets Expectations Will Work Where Asked	<input type="checkbox"/> Occasionally Unwilling to Adapt	<input type="checkbox"/> Consistently Unwilling to Adapt

Attitude / Cooperation	<input type="checkbox"/> Exceptional Cooperative / Adjusts Quickly	<input type="checkbox"/> Good Cooperation Adjusts Well to Change	<input type="checkbox"/> Average Requires Moderate Reinforcement to Adjust	<input type="checkbox"/> Needs Improvement Requires Considerable Reinforcement to Adjust	<input type="checkbox"/> Unwilling to Adjust Requires Constant Reinforcement

Attendance / Punctuality	<input type="checkbox"/> Perfect Attendance	<input type="checkbox"/> Regular Attendance Punctual	<input type="checkbox"/> Seldom Misses	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory Excessive Absences

Safety Standards	<input type="checkbox"/> No Accidents Very Safety and Environmentally conscious	<input type="checkbox"/> Above Average Safe, Neat, Work Area	<input type="checkbox"/> Meets Standards	<input type="checkbox"/> Fair Some Improvement Necessary	<input type="checkbox"/> Unsatisfactory Dangerous Work Habits

Ability to Work with Others / Team Player	<input type="checkbox"/> Exceptional Team Attitude	<input type="checkbox"/> Exhibits Good Teamwork	<input type="checkbox"/> Successful	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Poor Has Difficulty Working with Others

Creativity / Initiative	<input type="checkbox"/> High Performance Continually Improves Job	<input type="checkbox"/> Above Average Seeks Improvement	<input type="checkbox"/> Finds Ways to Improve Job	<input type="checkbox"/> Seldom Finds Ways to Improve Job	<input type="checkbox"/> Unsatisfactory Never Improves Job

Communication Skills Oral & Written	<input type="checkbox"/> Exceptional Communication Skills	<input type="checkbox"/> High Quality	<input type="checkbox"/> Communicates Effectively Both Orally & Written	<input type="checkbox"/> Improvements Necessary	<input type="checkbox"/> Consistently Poor Quality

Leadership Supervisory	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Exceeds Standards	<input type="checkbox"/> Meets Standards	<input type="checkbox"/> Fair Some Improvement Necessary	<input type="checkbox"/> Unsatisfactory

Decision Making	<input type="checkbox"/> Exceptionally High	<input type="checkbox"/> Deals w/Issues Above Expectations	<input type="checkbox"/> Shows Appropriate Judgement	<input type="checkbox"/> Occasionally Poor Judgement	<input type="checkbox"/> Consistently Poor Judgement

Customer / Public Relations	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Exceeds Standards	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Consistently Poor

Care & Maintenance of Facilities and Equipment	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Exceeds Standards	<input type="checkbox"/> Meets Standards	<input type="checkbox"/> Need Improvement	<input type="checkbox"/> Consistently Poor

Summary Statement:

Employee Goals (Supervisor):

Employee Comments:

Employee Signature: _____ Date: _____ Supervisor Signature: _____ Date: _____

Job Description Reviewed and Updated (Date) : _____