

PERFORMANCE EVALUATION

For the

TOWN OF YARMOUTH

TOWN OF YARMOUTH

EMPLOYEE EVALUATION FORM

NAME: _____ DATE: _____

DEPARTMENT: _____ JOB TITLE: _____

PURPOSES OF THIS EMPLOYEE EVALUATION

To take a personal inventory, to pinpoint weaknesses and strengths and to outline and agree upon a practical improvement program. Periodically conducted, these evaluations will provide a history of development and progress.

INSTRUCTIONS:

Listed below are a number of traits, abilities and characteristics that are important for success in business. Place an "X" mark on each rating scale, over the descriptive phrase, 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 rater 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 strong points and weak points and these should be indicated on the rating scale.

Town of Yarmouth
Public Works Department
Equipment Operator Evaluation Supplement

Employee Evaluation Rating:

- 1 = Does Not Meet Expectations
- 2 = Sometimes Meets Expectations
- 3 = Meets Expectations
- 4 = Sometimes Exceed Expectations
- 5 = Exceeds Expectations

WINTER EVALUATION

RATING

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|--------------------------------------------------------------------|-------|
| 1. Arrives for duty rested and alert | _____ |
| 2. Keeps vehicles free of non-essential articles | _____ |
| 3. Keeps vehicle washed off and notes any deficiencies | _____ |
| 4. Minimizes mailbox and lawn damage | _____ |
| 5. Works well independently, yet also as a team player when needed | _____ |
| 6. Takes pride in plowing in priority and non-priority areas | _____ |
| 7. Sanding Skills | _____ |
| 8. Salting Skills | _____ |
| 9. Advises Supervisor of any road conditions/issues/problems | _____ |
| 10. Overall Winter Operations Skills/Knowledge/Results | _____ |

SUMMER EVALUATION

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| 1. Completes tasks as assigned | _____ |
| 2. Completes tasks successfully and in a timely fashion | _____ |
| 3. Utilizes all safety equipment without being directed to | _____ |
| 4. Works well with Supervisor | _____ |

- 5. Is polite and helpful to residents and to co-workers _____
- 6. Performs daily checks on vehicle and notes deficiencies _____
- 7. Reports to job site with proper safety equipment and tools _____
- 8. Is on time, start/stop, lunch, breaks, etc. _____
- 9. Keeps up with personal appearance, takes care of uniforms, etc. _____
- 10. Demonstrates appropriate job knowledge for years of service _____
- 11. Keeps Supervisor apprised of any issues and problems _____
- 12. Accuracy in following instructions _____
- 13. Works well independently, yet also as team player when needed _____
- 14. Display a level of professionalism and good attitude toward job _____
- 15. Overall Summer Skills/Knowledge/Results _____

Supervisor/Director Comments:

Evaluated by: _____ Title: _____

This Evaluation has been reviewed on _____ @ _____ A.M.

Employee Signature: _____

Supervisor Signature: _____

Public Works Director Signature: _____

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 most of the time

Requires absolute minimum of supervision; is almost always accurate

ALERTNESS is the ability to grasp 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

CREATIVITY is talent for having new ideas, 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

FRIENDLINESS is the sociability and warmth, which an individual imparts in his/her attitude toward customers, other employees, his/her supervisor and the persons he/she may supervise.

Very distant and aloof

Approachable; friendly once known by others

Warm; friendly; sociable

Very sociable and out-going

Extremely sociable; excellent at establishing good will

PERSONALITY is an individual's behavior characteristics of 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 APPEARANCE is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job).

Very untidy; poor taste in appearance	Sometimes untidy and careless about personal appearance	Generally neat and clean; satisfactory personal appearance	Careful about personal appearance	Unusually well groomed; very neat; excellent taste in appearance
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PHYSICAL FITNESS is the ability to work 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	Energetic; seldom tires	Excellent health; no fatigue
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ATTENDANCE is faithfulness in coming to work daily and conforming to work hours

Often absent good excuse and/or frequently reports for work late	Lax in attendance and/or reporting for work on time	Usually present and on time	Very prompt; regular in attendance	Always regular without and prompt; volunteers for overtime when needed
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HOUSEKEEPING is the orderliness and cleanliness in which an individual keeps his/her work area

Disorderly or Untidy	Some tendency to be careless And untidy	Ordinarily keeps area 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	Usually takes care of 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, to achieve

Has poorly Defined goals And acts without Purpose; puts Forth practically No effort	Sets goals too low; puts forth little effort to achieve	Has average goals and usually puts forth effort to reach these	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 a satisfactory job performance

Poorly informed About work duties	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 is the ability to withstand pressure and to remain calm in crisis situations

Goes "to pieces" under pressure; is "jumpy" and nervous	Occasionally "blows up" under pressure; is easily	Has average tolerance for crises; usually remains calm	Tolerates most pressure; very good tolerance for crises	Thrives under pressure: really enjoys solving crises
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COURTESY is the polite attention an individual gives 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 on this job

Definitely unsatisfactory	Substandard but making progress	Doing an average job	Definitely above average	Outstanding
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