



Unified Government Human Resources Guide

Effective 04-01-05

PERFORMANCE EVALUATION

Employee Name: _____
(as it appears on payroll records)

Classification: _____

Supervisor: _____

Supervisor Phone No.: _____

Department: _____

Evaluation Date: _____

SECTION 1: LEVEL OF PERFORMANCE:

For each criterion, rate the employees performance from 0 to 10 based on the definitions outlined below. The points earned and rating should correspond as follows: Exceeds Requirements = 9 or 10 points, Meets Requirements = 7 or 8 points, Does not Meet Requirements = 6 points or below.

Customer Service:

Rate employee's customer services based on how well the employee: displays responsiveness to the needs of internal and external customers; develops and maintains a positive image for the organization; displays courtesy and respect for others and provides equitable and fair treatment to customers.

Criteria	Points Earned	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements
Customer Service		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Knowledge:

Rate employee's job knowledge based on how well the employee: continually strives for new skills and knowledge; has working knowledge of departmental policies and procedures; understands principles related to area of assignment and has knowledge of UG police, programs and operations.

Criteria	Points Earned	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements
Knowledge		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



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Reliability:

Rate employee's reliability based on how well the employee: adheres to the attendance policy; demonstrates initiative; performs work independently and accepts responsibility and accountability for assigned work.

Criteria	Points Earned	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements
Reliability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Quality of Work:

Rate employee's quality of work based on how well the employee: completes projects and tasks thoroughly and accurately; meets deadlines; complies with policies and procedures and displays good decision-making and judgment.

Criteria	Points Earned	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements
Quality of Work		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Quantity of Work:

Rate employee's quantity of work based on how well the employee: produces the expected quantity and volume of work; contributes to team efforts; manages time wisely; prioritizes work effectively.

Criteria	Points Earned	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements
Quantity of Work		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Section 1 Total Points Possible 50 _____	Section 1 Total Points Earned _____
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3. <u>Performance Goal:</u> Results Achieved:				
Goal 3 Rating	# of Points Assigned <hr style="width: 80%; margin: 0 auto;"/> # of Points Earned <hr style="width: 80%; margin: 0 auto;"/>	Exceeds Requirements <div style="text-align: center;"><input type="checkbox"/></div> <hr style="width: 80%; margin: 0 auto;"/>	Meets Requirements <div style="text-align: center;"><input type="checkbox"/></div> <hr style="width: 80%; margin: 0 auto;"/>	Does Not Meet Requirements <div style="text-align: center;"><input type="checkbox"/></div> <hr style="width: 80%; margin: 0 auto;"/>

4. <u>Performance Goal:</u> Results Achieved:				
Goal 4 Rating	# of Points Assigned <hr style="width: 80%; margin: 0 auto;"/> # of Points Earned <hr style="width: 80%; margin: 0 auto;"/>	Exceeds Requirements <div style="text-align: center;"><input type="checkbox"/></div> <hr style="width: 80%; margin: 0 auto;"/>	Meets Requirements <div style="text-align: center;"><input type="checkbox"/></div> <hr style="width: 80%; margin: 0 auto;"/>	Does Not Meet Requirements <div style="text-align: center;"><input type="checkbox"/></div> <hr style="width: 80%; margin: 0 auto;"/>



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5. <u>Performance Goal:</u> Results Achieved:				
Goal 5 Rating	# of Points Assigned <hr/> # of Points Earned <hr/>	Exceeds Requirements <input type="checkbox"/> <hr/>	Meets Requirements <input type="checkbox"/> <hr/>	Does Not Meet Requirements <input type="checkbox"/> <hr/>

6. <u>Performance Goal:</u> Results Achieved:				
Goal 5 Rating	# of Points Assigned <hr/> # of Points Earned <hr/>	Exceeds Requirements <input type="checkbox"/> <hr/>	Meets Requirements <input type="checkbox"/> <hr/>	Does Not Meet Requirements <input type="checkbox"/> <hr/>



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Overall Performance Rating:

Section 1 Points Earned Total	Section 1 Points Possible	Section 2 Points Earned Total	Section 2 Points Possible
	50		50

Overall Points Earned Total <i>(Section 1 plus Section 2)</i>	Total Points Possible
	100

Overall Performance Rating <i>(Please mark one item to the right)</i>	Exceeds Requirements*	Meets Requirements**	Does Not Meet Requirements***
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- * Exceeds Requirements = 90 or more total points earned (90% or higher)
- ** Meets Requirements = 70 to 89 points (70% to 89%)
- *** Does Not Meet Requirements = less than 70 total points earned (less than 70%)

SECTION 3: JUSTIFICATION FOR OVERALL RATING OF EXCEEDS REQUIREMENTS OR DOES NOT MEET REQUIREMENTS
(additional sheets and/or documentation may be added)

Note: A Performance Improvement Plan must be completed for an overall rating of "Does Not Meet Requirements." The Performance Improvement Plan should be attached to this Performance Evaluation Form.



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SECTION 4: SIGNATURES AND APPROVALS

(All signatures must be obtained after the Performance Evaluation Discussion with the employee)

Employee Comments:

Must be returned within 24 hours.

Employee's Signature:

Date:

Supervisor Comments:

Supervisor's Signature:

Date:

Division Head Comments:

Division Head's Signature:

Date:

Department Head Comments:

Department Head's Signature:

Date:

Human Resources Use Only:

Signatures Received

Calculations Correct