



## Performance Evaluation Form

Plan Start Date \_\_\_\_\_  
Plan End Date \_\_\_\_\_

Employee Name	Employee #	Title/Department
Rater's Name	Rater's Title	Fiscal Year
Program Purpose Statement		

*Supervisors are encouraged to ensure each employee understands the department's mission and the program(s) he/she works in.*

### A. Performance Measures and Major Job Responsibilities

Rate each employee either (1) Unacceptable; (2) Acceptable; (3) Commendable; or (4) Exemplary.

1.	
2.	
3.	
4.	
<b>Average Rating</b>	

**Supervisor's Comments**

### B. Achieving Program Results: Expectations for All Employees

Rate each employee either (1) Unacceptable; (2) Acceptable; (3) Commendable; (4) Exemplary; or (NA) Not Applicable.

1. Accepts Change	
2. Accepts Responsibility and Accountability	
3. Constructive Use of Work Time	
4. Customer Relations	
5. Peer Relations/Teamwork	
6. Communications	
7. Initiative	
8. Job-related Decision-making	
9. Knowledge of Work	
10. Planning/Organization	
11. Quality of Work	
12. Compliance with Safety	
Cumulative total for employees with <b>supervisory</b> responsibilities	
<b>Average Rating</b>	

**Supervisor's Comments**

### C. Work Behavior Expectations

Employees are expected to comply with all Metro/Civil Service rules, policies, and procedures and all department rules and regulations, including attendance and observance of work hours.

- |                            |                                     |  |
|----------------------------|-------------------------------------|--|
| • Compliance with Rules    | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable* |
| • Attendance               | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable* |
| • Observance of Work Hours | <input type="checkbox"/> Acceptable | <input type="checkbox"/> Unacceptable* |

\*A rating of Unacceptable for any of the above items **requires** the following:

Documentation of specific problem(s) and corrective and/or disciplinary actions taken.

Authorization of next level manager.

Signature \_\_\_\_\_

Authorization of departmental/Metro Human Resources office. Signature \_\_\_\_\_

### Year-End Performance Review

#### Employee's Comments

#### Supervisor's Comments

**Average Rating from A and B combined** \_\_\_\_\_

Conversation # 1 (see form) occurred on \_\_\_\_\_.  Development Plans (see form) were made and tracked.

**This form acknowledges that my supervisor and I met and discussed this performance evaluation.  
My signature does not imply that I agree with these evaluation results.**

Supervisor's/Rater's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Performance Rating Definitions

(1) **Unacceptable:** A Performance Improvement Plan (PIP) will be initiated for any individual performance rating of Unacceptable.

- Performance does not meet minimum acceptable standards, expectations, and requirements of the job, or is below what can be expected of average performance
- Employee requires a high level of supervision or assistance to accomplish work results
- Improvement is necessary to meet desired level of performance

(2) **Acceptable**

- Performance meets acceptable standards, expectations, and requirements
- Performance contributes what is expected of a qualified, experienced employee performing in this position
- Employee is expected to continue development of new knowledge, skills, or abilities

(3) **Commendable**

- Consistently meets standards and expectations, regularly exceeds them, and shows initiative in additional assignments
- Successfully completes all responsibilities, even for projects that require versatile skills
- Employee strives to grow professionally through development activities

(4) **Exemplary**

- Performance is noticeably exceptional; outstanding performance is clearly evident; performance is at a level that is a "stretch"
- Performance shows exceptional initiative to plan and anticipate problems, and employee takes appropriate independent action
- Performance requires little or no supervision to produce exceptional results

(NA) **Not Applicable**

- This rating can be used when the category does not apply to the employee's job duties or it may be too soon to rate the employee's performance in this category