



**CITY OF LINDSAY
PERFORMANCE EVALUATION**

Employee Name _____ Position _____

Hire Date _____ Department _____ Supervisor _____

Anniversary _____ Rating Period _____

All personnel of the City of Lindsay are subject to annual evaluations of their work performance. Each person will be rated by his or her immediate supervisor and/or past supervisor on an annual basis. Probationary employees may be subject to a performance evaluation anytime during the first 12 months. See City of Lindsay Personnel Rules and Regulations for details.

Please indicate the rating that best describes your observations of the employee named above at this time.

1.	Understanding of essential job duties, responsibilities, and vision of city goals.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
2.	Volume and quality of work performed.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
3.	Ability to meet deadlines and manage time effectively.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
4.	Completion of needed job-related training.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
5.	Ability to problem-solve and innovate.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
6.	Reliability, punctuality and attendance.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
7.	Ability to work cooperatively with supervision or as part of a team.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
8.	Communicates effectively with supervisor, peers and public.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
9.	Willingness to take action and demonstrate initiative.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
10.	Compliance with City rules and regulations.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
11.	Ability to maintain a clean, organized, and professional working space.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
12.	Ability to learn from constructive feedback and implement recommendations.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
Additional performance competencies for employees with supervisory responsibilities									
13.	Displays fairness towards subordinates.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
14.	Identifies performance expectations, gives timely feedback.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations

15.	Training and leading staff's development.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
16.	Delegates responsibility where appropriate.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
17.	Takes timely and appropriate corrective/discipline action with Employees.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
18.	Ability to maintain a clean, organized, and professional working space or department.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations
19.	Understanding of the departments big picture and city goals.		Outstanding		Highly Proficient		Meets Expectations		Below Expectations

PERFORMANCE SUMMARY

Strengths: What do you see as the employee's three greatest strengths?

1. _____
2. _____
3. _____

Goal Setting & Development Planning: What goals should the employee focus on moving forward, through the next review period?

1. _____
2. _____
3. _____

Training Needs: In the coming year, how will you provide guidance or training employee needs to complete during the next review period?

1. _____
2. _____
3. _____

Additional Comments:

Employee Comments

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

Department Head (Print)

Department Head Signature

Date

Human Resources Representative
(Print)

Human Resources Representative Signature

Date

City Manager (Print)

City Manager Signature

Date