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City of Mishawaka
Employee Evaluation

Evaluation Period: 2016

PLEASE PRINT CLEARLY

PERSONAL INFORMATION

DEPARTMENT / UNIT	LAST NAME	FIRST NAME
POSITION	REASON FOR APPRAISAL	☐ ANNUAL PERFORMANCE ☐ OTHER _____

A. PRODUCTIVITY PERFORMANCE - Evaluation must be substantiated. Attach separate memo if necessary

PERFORMANCE RATINGS	0	1	2	3	4	5	6	7	8
1. **QUANTITY OF WORK** VOLUME OF ACCEPTABLE WORK	VERY SLOW; VOLUME CONSISTENTLY BELOW STANDARDS			ACCOMPLISHES SCHEDULED ASSIGNMENTS			EXCEPTIONALLY GOOD PRODUCER; ALWAYS ABOVE STANDARDS		
REMARKS									
2. **KNOWLEDGE OF WORK** UNDERSTANDING"WHAT" & "WHY" OF ALL PHASES OF ASSIGNED WORK AND RELATED MATTERS	INADEQUATE KNOWLEDGE, NEEDS INSTRUCTION AND GUIDANCE			HAS ADEQUATE KNOWLEDGE TO COMPLETE ASSIGNMENTS			HAS EXCEPTIONAL KNOWLEDGE OF OWN AND RELATED WORK		
REMARKS									
3. **QUALITY OF WORK** THOROUGHNESS, ACCURACY, AND NEATNESS OF WORK	FREQUENT ERRORS AND OMISSIONS, DOES NOT MEET MIN. STANDARDS			ADEQUATE FOR POSITION			EXCEPTIONALLY THOROUGH AND ACCURATE		
REMARKS									
4. **JUDGEMENT** ABILITY TO USE WISDOM AND LOGIC IN DECISION MAKING	FREQUENTLY SHOWS POOR JUDGMENT IN EXECUTION OF JOB			HAS GOOD JUDGMENT			EXCEPTIONALLY CAPABLE		
REMARKS									
5. **PAST GOALS** HOW WELL WERE PAST GOALS ACCOMPLISHED	HAS DIFFICULTY. FURTHER SELF-IMPROVEMENT NEEDED			ADEQUATE FOR POSITION			PAST PERFORMANCE GOALS EXCEEDED		
REMARKS									

B. ATTITUDE AND PERSONAL CHARACTERISTICS - Evaluation must be substantiated. Attach separate memo if necessary

1. **COOPERATION** ABILITY TO WORK WITH OTHERS AND ASSIST SUPERVISORS, CO-WORKERS, AND SUBORDINATES	UNCOOPERATIVE			DEMONSTRATES WILLINGNESS TO COOPERATE			EXCEPTIONALLY COOPERATIVE, ALWAYS WILLING TO ASSIST OTHERS		
REMARKS									
2. **DEPENDABILITY** RELIABILITY IN FOLLOWING THROUGH ON ASSIGNMENTS AND INSTRUCTIONS	REQUIRES MORE THAN NORMAL FOLLOW-UP			DEPENDABLE, COMPLETES MOST ASSIGNMENTS ON SCHEDULE			EXCEPTIONALLY RELIABLE ON ALL		
REMARKS									

B. ATTITUDE AND PERSONAL CHARACTERISTICS - *(continued)*

3. **LEADERSHIP / INITIATIVE** ABILITY TO LEAD AND TRAIN OTHERS AND GET RESULTS THROUGH TEAMWORK	HAS DIFFICULTY			GETS GOOD RESULTS			VERY EFFECTIVE LEADER		

REMARKS

TOTAL POINTS (Add Sections A & B) 0

C. GOALS - Attach goal outline

FUTURE GOALS

1.
2.
3.
4.
5.

PAST GOALS

1.
2.
3.
4.
5.

D. EMPLOYEE DEVELOPMENT

1. **WHAT FORMAL TRAINING OR OTHER ACTIVITY DO YOU RECOMMEND?**
   A. FOR EMPLOYEE TO PERFORM PRESENT ASSIGNMENT AT A HIGHER STANDARD OF PROFICIENCY.

   B. TO PREPARE THE EMPLOYEE FOR A FUTURE JOB ASSIGNMENT AT A LATERAL OR A HIGHER LEVEL

2. **EMPLOYEE COMMENTS**

3. **RATER / SUPERVISOR – "HOW CAN I HELP WITH YOUR EXPERIENCE HERE?"**

E. SIGNATURES

EMPLOYEE	DATE

RATER / SUPERVISOR	DATE

DEPARTMENT HEAD	DATE

PRINT RESET