

**CITY OF BRECKENRIDGE
EMPLOYEE PERFORMANCE APPRAISAL**

Employee:	Date of Appraisal:
Title:	Appraisal Period:
Department:	Supervisor:

EVALUATION STANDARDS	
O – Clearly Outstanding	Consistently exceeds expectations for achieving all position goals / duties
A – Above Expectations	Consistently meets and frequently exceeds expectations for achieving all position goals / duties
M – Meets Expectations	Consistently meets expectations for achieving all position goals / duties
B – Below Expectations	Partially meets expectations for achieving all position goals / duties; marked improvement is necessary
U – Clearly Unsatisfactory	Does not meet position requirements. Immediate and significant improvement is necessary.

I. PERFORMANCE FACTORS FOR ALL EMPLOYEES

Evaluation Standard	Factor Description and Space for Comments
	1. Job Knowledge – Demonstrates a comprehensive understanding of the knowledge required to complete job responsibilities.
	2. Quality of Work – Assures accuracy, thoroughness and reliability of results in the work product.
	3. Productivity/Quantity of Work – Completes the necessary amount of work on time, effectively and efficiently.
	4. Organization / Planning – Demonstrates ability to plan ahead and establish priorities to achieve job objectives. Manages workload in an organized manner. Meets established deadlines.
	5. Responsibility / Accountability – Displays professionalism. Accepts responsibility for all areas of the job and reports mistakes. Complies with policies, procedures and rules. Operates and maintains all City equipment and vehicles in the manner for which they were intended to be operated and maintained.
	6. Motivation / Initiative / Resourcefulness – Displays drive, enthusiasm, and energy in accomplishing tasks. Is a self-starter and initiates action without being told every detail.
	7. Creativity / Problem Solving – Demonstrates analytical ability to gather facts and develop solutions or prevent problems. Contributes new ideas and methods. Shows originality.
	8. Judgment – Makes decisions which are sound, timely and appropriate to the City's mission and objectives.
	9. Safety – Practices safe work habits and participates in safety training sessions. Accepts responsibility for personal safety and safety of others. Operates equipment responsibly and ensures the safety of the public and other employees.
	10 Teamwork / Cooperation - Exhibits interdepartmental cooperation. Willingly works effectively with others. Helps others when needed. Seeks solutions acceptable to all. Maintains objectivity in conflict situations.

	11 Dependability – Can be depended on to plan and complete work assignments as required. Is honest and reliable. Is punctual and rarely absent from work. Is ready for work at the assigned time.
	12 Flexibility / Adaptability – Responds effectively to changing needs of the department and demonstrates ability to effectively handle multiple tasks.
	13 Ability to Improve /Personal Development – Uses constructive feedback to improve performance. Is open to new methods and makes an effort to stay current. Actively plans personal development with supervisor.
	14 Attitude – Displays enthusiasm for the job. Is eager and accepts supervisory direction. Accepts City policies and procedures. Is discreet in speech and action and exhibits a sense of loyalty to the City.
	15 Customer Service – Is committed to providing quality customer service: listening effectively, resolving issues, following through with tasks, and communicating final resolution to the customer. Has ability to interact warmly and effectively with customers.
	16 Communication Skills – Effectively presents verbal and written ideas and information to others.
	17 Interpersonal Skills – Has ability to maintain a positive, supportive and cooperative work environment. Relates well with co-workers and supervisors.
	18 Technical Skills – Is proficient in technical skills required for the job.

III. OVERALL EVALUATION OF PERFORMANCE

The overall evaluation is a composite of the individual performance factors considering the effect of the important ranking on each factor. Any evaluation of “below Expectations” or “Clearly Unsatisfactory” must be discussed here.

Overall Rating

<p>Comments:</p>

IV. STRENGTHS, ASSETS AND ACHIEVEMENTS

List particular strengths, assets and/or major achievements during the appraisal period. Relate achievement of goals, objectives or actions established by the previous evaluation.

--

V. TRAINING / DEVELOPMENT PLAN

List any deficiencies, improvements, training or development the employee needs to improve performance. Include any goals, objectives or actions established by the previous evaluation that he/she failed to achieve. In conjunction with the employee, develop an individualized plan for training that will help prepare the employee for improvement or advancement.

Goal / Objective	Action Needed	Priority	Target Date

VII. EMPLOYEE COMMENTS: (Optional for all employees)

Employee may present supplementary or qualifying statements to this evaluation.

 Employee Signature
 (Signature confirms receipt of evaluation only)

 Date

 Supervisor Signature

 Date

 Department Head Signature

 Date

 City Manager Signature

 Date

An Employee Performance Appraisal is a tool for supervisors and employees to gauge how an employee is doing in his job. It helps identify areas in which an employee excels and areas in which he/she needs improvement, and to develop a formal plan for achieving improvement. It allows an employee to communicate his/her personal goals and career objectives and for the supervisor and employee to develop a plan to meet those goals and objectives.

GENERAL INSTRUCTIONS: Employee Performance Appraisals shall be conducted in 3 steps.

- Step 1 **Supervisor's Evaluation of Employee:** The supervisor will complete his own evaluation of each employee on an Employee Performance Appraisal form. He will complete all sections applicable to the employee, including identifying goals, objectives and action plans for each employee for the following appraisal period.
- Step 2 **Department Head and City Manager's Review:** The evaluation will be reviewed by the Department Head and the City Manager prior to the supervisor's review with the employee.
- Step 3 **Supervisor's Review with Employee:** The supervisor will review the final evaluation with the employee. They will discuss goals, objectives and actions for that employee for the current and following appraisal period, as well as develop a Training/Development Plan together. The employee also has an opportunity to add qualifying comments to the evaluation should he/she not agree with a portion of the evaluation.