Village of Palmetto Bay

General Employees Performance Evaluation Form

Employee Name	Employee No.	Department	Title

Division	From	To	Evaluation Date

Please check one of the options below:

☐ **6-Months Review** ☐ **Annual Review** ☐ **Other - Please specify below:** _____

For each criterion below, please place the score that best describes the person being rated in the box to the right.

1. QUALITY OF WORK				__
1 Unsatisfactory	2 Marginal	3 Average	4 Exceeds Expectations	5 Achieves Excellence
Work of poor quality; must be checked constantly and often redone.	Quality of work rarely meets acceptable standards with most works to be redone.	Quality of work is satisfactory, generally meets acceptable standards.	Work is consistently thorough. Produces works of high quality and shows care in its preparation.	Quality of work achieves excellence. Produces exceptional and outstanding quality in all aspects of work.
Comments:				

2. QUANTITY OF WORK				__
1 Unsatisfactory	2 Marginal	3 Average	4 Exceeds Expectations	5 Achieves Excellence
Unable to meet deadlines and complete tasks within a reasonable length of time without detailed instructions	Seldom achieves satisfactory production or meets deadlines; gives up too easily or takes too much time completing job assignments.	Production is satisfactory; generally meets deadlines, plans and organizes work effectively.	Rapid worker; completes all tasks prior to deadline, does extra work willingly, even when faced with difficulties.	Exceptional producer. Quantity of work is outstanding and distinctive. Goes the "extra mile" to get normal and additional work completed, even under adverse conditions.
Comments:				

3. ATTENDANCE				__
1 Unsatisfactory	2 Marginal	3 Average	4 Exceeds Expectations	5 Achieves Excellence
Excessive absenteeism and/or frequently late.	Often deficient in attendance and/or punctuality	Usually present and punctual/on time. Employee is faithful in coming to work daily and conforms to established work hours.	Prompt, regular in attendance and always punctual/ on time and ready to begin duties at the assigned hour.	Outstanding attendance record with exceptional preparation for duty.
Comments:				

4. KNOWLEDGE OF THE JOB				__
1 Unsatisfactory	2 Marginal	3 Average	4 Exceeds Expectations	5 Achieves Excellence
Lacks overall understanding of the job and its importance; displays no interest in work assignment and demonstrates limited ability in performing the core job functions	Has minimal knowledge and understanding of the job. Learns works assignments slowly. Requires much instruction and guidance.	Has adequate knowledge of all aspects of work assignments and performs satisfactorily.	Very well informed. Knowledge and skills exceed requirements. Requires limited to no supervision.	Exceptionally well informed and prepared. Is able to complete assignments and perform job duties in an excellent manner with only general oversight and supervision.
Comments:				

5. INITITAVE				__
1 Unsatisfactory	2 Marginal	3 Average	4 Exceeds Expectations	5 Achieves Excellence
Lacks self confidence; displays little drive; does not strive to achieve; does not accept duties or responsibilities.	Occasionally comes up with a new idea; puts forth little effort; slow to achieve.	Has self-confidence; frequently suggests new ways to do things; resourceful and uses time wisely.	Consistently uses own initiative; often suggests changes to improve work, seeks new and better ways of doing things, is creative, and usually finds own way to deal with emergencies.	Outstanding and exceptional initiative; a self-starter. Highly resourceful and shows superior ability to think through and solve problems.
Comments				

6. JUDGMENT AND DECISION-MAKING				___
1 Unsatisfactory	2 Marginal	3 Average	4 Exceeds Expectations	5 Achieves Excellence
Decisions are often wrong usually due to poor judgment. Frequently hesitates or neglects to make necessary decisions.	Occasionally makes poor decisions due to insufficient information or poor judgment. At times neglects to make decisions when necessary.	Usually arrives at sound decisions. Analyzes issue at hand to resolve the problem and reach alternatives that are usually good. Makes decisions in a timely manner.	Uses good judgment in analyzing problems and providing alternatives to reach decisions that effectively resolve the issue. Makes timely decisions.	Demonstrates superior decision-making ability which shows excellent judgment. Commendable record of well though-out decisions.
Comments:				

7. TEAMWORK				___
1 Unsatisfactory	2 Marginal	3 Average	4 Exceeds Expectations	5 Achieves Excellence
Is inclined to be undependable and troublesome; blunt, uncooperative, discourteous, and often antagonizes those with whom the employee has contact	Sometimes uncooperative, displays impoliteness and tactlessness	Works well with others; makes an honest effort to be cooperative, follows instructions, exercises tact, and assists others as needed	Works very well with others; very polite and very tactful in dealing with the public and fellow colleagues; receives constructive criticism well. A commendable team worker who facilitates cooperation with others.	Extremely cooperative. Exceptional techniques in dealing and assisting others Outstanding team worker.
Comments:				

8. PUBLIC CONTACT				___
1 Unsatisfactory	2 Marginal	3 Average	4 Exceeds Expectations	5 Achieves Excellence
Has frequent problems in dealing with the public; discourteous.	Occasionally discourteous in dealing with the public. Sometimes tactless.	Generally good skills in dealing with the public. Is usually courteous and effective, but lacks ability to go the extra step to help if needed.	Always courteous and helpful. Makes an extra effort to assist the public as necessary.	Extremely courteous and helpful. Very effective in providing assistance even if outside the realm of the regular work duties. Exemplary role model.
Comments:				

Overall Evaluation: Record appropriate number in the box. ___

Unsatisfactory (1): Employee's work is failing and well below job requirements.*

Marginal (2): Employee's work is weak and does not fully meet normal/average job expectations.*

Average (3): Employee's work is satisfactory and meets expectations in performance and job requirements.

Exceeds Expectations (4): Employee's work is very good and surpasses regular expectations and exceeds job requirements.

Achieves Excellence (5): Employee's work fully achieves excellence; far exceeds job requirements and is outstanding, exceptional and distinctive.

NOTE: Employees who earn an Unsatisfactory or Marginal rating must be provided with a Performance Growth Plan at the time the evaluation is discussed.

Evaluator's Additional Comments: (Continue on attachments as necessary):

_____

Signature of Employee	**Date**	**Signature of Department Head**	**Date**
Signature of Evaluator	**Date**	**Signature of Village Manager**	**Date**

The employee being evaluated is requested to sign this sheet, not to indicate approval, but to show that he/she has ready, discussed and received a copy of this document and any attachments, and shall file promptly with the Personnel Department such statements or explanations which he/she may desire to add. Refusal of the employee to sign document will in no way invalidate the report.

Does this report include attachments: ☐ Yes ☐ No

*Is this employee recommended for a merit salary increase **or** a merit bonus?
☐ Yes 0.00(indicate percentage) ☐ No

**Unsatisfactory or marginal ratings will result in the denial of a merit increase. Salary increases are subject to funding availability and are limited to the percentage approved in the Adopted Budget for the current fiscal year.*