

City of Little Rock - Performance Evaluation Form

Employee Name _____

Employee ID # _____

Supervisor Name _____

Evaluation Period Beginning Date _____

Evaluation Period End Date _____

Rating Categories and Definitions

Fully Demonstrated (4) Performance shows thorough attention to completing all assigned tasks. Unusual problems are generally handled well. Employee strives for job improvement and regularly displays initiative. The employee goes beyond what is expected.

Usually Demonstrated (3) Performance meets the requirements of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently. This rating is not to be used for below average performance.

Sometimes Demonstrated (2) Performance does not consistently meet the minimum expectations of the position. The supervisor should provide a specific, written plan for improvement.

Seldom Demonstrated (1) Performance does not meet the requirements of the position.

For all of the Performance Areas, designate in the boxes below the performance rating or place an "X" in the not applicable (N/A) column:

Performance Areas Evaluated	4.0	3.9 - 3.0	2.9 - 2.0	1.9 - 1.0	N/A
<p><u>Quality of Work</u> - Work processes and results are accurate, efficient, and meet established standards; takes early corrective action to avoid problems/errors; incorporates values and standards (internal and external) in preparing products and providing service.</p> <p><u>Metrics</u> -</p>					

Performance Areas Evaluated	4.0	3.9 - 3.0	2.9 - 2.0	1.9 - 1.0	N/A
<p><u>Quantity of Work</u> - Completes assigned volume of work within established time constraints. <u>Metrics</u> -</p>					
<p><u>Follows Instructions</u> - Understands and completes assigned tasks. <u>Metrics</u> -</p>					
<p><u>Initiative</u> - Brings issues to the attention of appropriate personnel as needed; persists when difficulties arise; takes action to avoid problems; proactively pursues new and more effective ways of completing tasks. <u>Metrics</u> -</p>					
<p><u>Relationship with Supervisor</u> - Employee positively responds to and incorporates supervisory directions and comments; employee proactively seeks counsel from supervisor on ways to improve performance. <u>Metrics</u> -</p>					

Performance Areas Evaluated	4.0	3.9-3.0	2.9 - 2.0	1.9 - 1.0	N/A
<p><u>Relationship with Co-Workers</u> - Employee has positive, professional interactions with co-workers. The employee uses tact and courtesy in interacting with co-workers.</p> <p><u>Metrics</u> -</p>					
<p><u>Relationship with Customers and/or Vendors</u> - Employee has positive, professional interactions with customers/citizens/vendors. The employee uses tact and courtesy in interactions with these individuals.</p> <p><u>Metrics</u> -</p>					
<p><u>Attendance and Reliability</u> - Employee arrives on time and demonstrates consistent attendance. The employee contacts the supervisor on a timely basis when he or she will be late or absent.</p> <p><u>Metrics</u> -</p>					
<p><u>Capacity to Develop</u> - Employee demonstrates the ability and willingness to accept new or more complex duties/responsibilities.</p> <p><u>Metrics</u> -</p>					
Sum of Columns					
Total Points Earned					
Employee's Performance Evaluation Rating					

Supervisor Comments

Employee Comments

Supervisor's Signature

Date

I acknowledge that my Performance Evaluation was discussed with me and I have been given a copy.

Employee's Signature

Date
