

2025 Field Staff-Performance Development

Name: _____

Department: _____

Employee ID: _____

Division: _____

Position: _____

Date: _____

Guidelines

1. **Enter Rating:** Score each competency from **1** (Needs Significant Improvement) to **5** (Exceptional) based on the employee's performance.
2. **Enter Rationale/Evidence:** In the comments section, provide specific examples or situations that justify the score given (e.g., completed xyz projects, attendance records, data points).
3. **Process:** The manager and employee will complete the evaluation, submit it for Director's approval and then route it to the employee
4. **Co-create:** Individual development plans according to priorities

Metrics

Scale	Description	Priorities for Individual Development Plan
1 Needs Significant Improvement	The employee is not meeting basic expectations	Remediation
2 Developing	The employee is showing minimal improvement	Remediation
3 Proficient	The employee is meeting basic expectations	Set strong development goals
4 Exceeds Expectations	The employee sometimes exceeds expectations for role	Set up new tasks and challenges
5 Exceptional	The employee always exceeds expectations and sets new standards for roles.	Set up leadership pathway

Alignments

City Core Values	Competency	Related Training Series
People centered, Equity, Professionalism	Communication	Communication and Customer Service
Professionalism, Accountability, Innovation	Work Quality	Technical and Operational Efficiency
Professionalism, Accountability	Attendance & Punctuality	Personal Effectiveness
Exceptional service, Accountability	Safety	Technical and Operational Efficiency
Equity, People centered	Teamwork	Leadership and Teamwork

Rubric

Competency	Needs Significant Improvement (1)	Developing (2)	Proficient (3)	Exceeds Expectations (4)	Exceptional (5)	Rating	Provide evidence/ rationale for rating
Communication	Often rude or disrespectful; does not listen to others.	Sometimes communicates respectfully but needs support and frequent reminders to improve behavior.	Communicates respectfully; listens to others and responds with kindness.	Consistently communicates respectfully, listens carefully, speaks politely, and values others' opinions.	Exemplifies respectful communication; fosters a positive, welcoming environment through active listening and thoughtful interactions.		
Work Quality	Often leaves tasks incomplete or makes frequent mistakes.	Sometimes leaves tasks incomplete, needs frequent reminders or corrections.	Completes tasks accurately with minimal mistakes.	Performs tasks well, makes almost no errors, and proactively seeks better ways to solve problems.	Consistently delivers exceptional work; introduces innovative ideas that improve processes and inspires others to excel.		
Attendance & Punctuality	Often late or absent; unreliable.	Sometimes late or absent but communicates about absences	Usually punctual and reliable in attendance.	Always on time, fully prepared for work, and occasionally volunteers for additional tasks if asked.	Always punctual and reliable; proactively supports others by offering help when needed.		
Safety	Often forgets safety rules; sometimes puts self or others in danger.	Tries to follow safety rules but requires frequent reminders.	Follows safety rules consistently and works safely without reminders.	Consistently promotes safety by reminding others and adhering to safety protocols.	Proactively ensures a safe environment, mentors others on safety, and implements practices to enhance workplace safety.		
Teamwork	Struggles to work with others and displays a negative attitude.	Sometimes works with the team when asked but is not always consistent or engaged.	Works well with others, contributes positively, and maintains a good attitude.	Consistently supports team efforts with a positive attitude and encourages collaboration.	Leads by example; actively supports, motivates, and inspires others to achieve team goals with enthusiasm.		

Employee Comments:

Supervisor's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

DH or Designee Initials: _____

Date: _____

2026 Individual Development Plan

Name: _____
Employee ID: _____
Position _____

Department: _____
Division: _____
Date: _____

Competency	Clearly define the goal with precise details about what is to be achieved.	Include criteria you will use to track progress and determine when goal is met.	Ensure the goal is realistic and attainable with available resources.	Align the goal with broader objectives or priorities.	Outline benchmarks and timeframe for completion