This Short-form Employee Performance Review process may be utilized, at the discretion of the Department Manager, under the following conditions:

- The Employee being evaluated must have successfully completed probation (or work in Exempt position) AND must be at the top of his/her respective salary range;
- The Employee must meet supervisor’s expectations and job requirements in all rating areas;
- Use of the Short-form must be approved by the next higher level manager prior to conducting the evaluation.

Note: The review process must include a face-to-face meeting between the employee being evaluated and the supervisor.

<table>
<thead>
<tr>
<th>DIMENSION</th>
<th>Consistently Exceeds Supervisor’s Expectations and Job Requirements</th>
<th>Often Exceeds Supervisor’s Expectations and Job Requirements</th>
<th>Consistently Meets Supervisor’s Expectations and Job Requirements</th>
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<tbody>
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<td>1. Communication (Written/Oral)</td>
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<td>2. Job Knowledge &amp; Skill Utilization</td>
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<td>3. Decision Making/Judgment</td>
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<td>4. Interpersonal Skills</td>
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<td>5. Commitment to Service</td>
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<td>6. Work Habits</td>
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<td>7. Supervision Exercised/Received</td>
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<td>8. Other (specify)</td>
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NARRATIVE
(Use additional pages as necessary)

Describe area(s) where the employee exceeded expectations.

__________________________________________________________________________________________________________________

Describe new expectations for the employee in the upcoming year. Include information about training, special projects, job assignments, etc.

__________________________________________________________________________________________________________________

EMPLOYEE SECTION

Describe area(s) in which you would like your supervisor to provide you with additional assistance or training to enhance your job performance.

__________________________________________________________________________________________________________________

Employee Comments:

__________________________________________________________________________________________________________________

Please check as appropriate:

☐ I agree with this Evaluation  ☐ I disagree with this Evaluation  ☐ I would like to discuss this Evaluation with the next higher level manager

GOALS & DEVELOPMENTAL ACTIVITIES

Identify goals & developmental activities agreed to by the supervisor and the employee for the upcoming year.

__________________________________________________________________________________________________________________

Employee Signature

__________________________________________

Supervisor Signature

__________________________________________

Date

Date

DEPARTMENT MANAGER COMMENTS

__________________________________________________________________________________________________________________

Signature

______________________________

Date

Original: Human Resources Department

Copy: Employee

Copy: Department
Communication (Written/Oral)

Speaks in a manner which ensures that the listener understands what is being said; listens to others and extracts pertinent information from them. Effectively conveys information to others. As applicable: Writes organized, comprehensive, effective and concise reports, letters, procedures, instructions, etc. at a level appropriate to the work.

Job Knowledge & Skill Utilization

Understands duties and responsibilities of job; follows appropriate procedures; performs duties under level of supervision appropriate to the work; applies job-related knowledge in all routine and most unusual situations; uses appropriate initiative; appropriately uses and maintains full range of tools and equipment required to perform work.

Decision Making/Judgment

Seeks out and determines relevant information and exercises appropriate judgment based on information at hand; solves problems within limits of authority.

Interpersonal Skills

Establishes and maintains good interpersonal/cooperative relations; uses tact and establishes rapport with others. Deals effectively with citizens and co-workers; utilizes a “team” approach as appropriate.

Commitment to Service

Routinely provides courteous service; seeks to provide prompt action to resolve problems or issues to meet the needs of constituencies served; handles interactions in a way that reflects positively upon the employee and the City; pays attention to detail and provides quality service with a high level of professionalism; acts with integrity and honesty in all aspects of service.

Work Habits

Makes effective use of time; organizes work effectively; adapts to changes in schedules and new situations as necessary; seeks to acquire new job-related information; arrives and leaves on time; adheres to break and lunch times; absences are within normal range; observes work rules and regulations; uses safe procedures and safety equipment.

Supervision Exercised/Received

Accepts supervision and direction; shows efforts to improve performance as necessary. As applicable: Effectively oversees and coordinates the work of others; plans and sets realistic goals; accurately evaluates the work of others; documents deficiencies and provides feedback to those supervised in support of maintaining and improving performance; trains and instructs others in the performance of work.

Other:

To be determined by the operating department, based on specific job requirements.