**City of Roswell**

**2023 Employee Performance Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |   | Job Title |   |
| Employee # (HR Use) |  | Employee File # |  |
| Department | Choose Department | Supervisor Name |   |
| Review Date | Click here to enter a date. | Supervisor # (HR Use) |  |
| Review Period | Annual | Review Period Dates | May 1, 2022 – April 30, 2023  |
| **Roswell Vision**  | To be the #1 family community in America |
| **Roswell Mission**  | To provide our citizens with an exceptional quality of life |

**Rating Scale:**

|  |  |
| --- | --- |
| **Exceptional Performer** | The Employee consistently exceeds the standard; handles the routine and unexpected equally well with little or no supervision; is sought after by peers and supervisors for help as an expert in the area. The Employee is an exceptional contributor to the success of his/her department and the City of Roswell; would be difficult to expect improvement in their current position. |
| **Highly Successful** **Performer** | The Employee met all and exceeded most (more than 50%) of the established expectations. He/she handles the expected and much of the unexpected with limited supervision; is knowledgeable and skillful about the job and can teach others. |
| **Successful Performer** | The Employee met all performance expectations and may have exceeded some (less than 50%). He/she handles the expected and much of the unexpected well with the normal amount of supervision; may need assistance with the new and unusual. Employee is a solid contributor to the success of his/her department and the City of Roswell.  |
| **Needs Improvement** | The Employee does not consistently meet the established performance expectations. He/she demonstrates some performance deficiencies or inconsistencies; requires more supervision than normally expected for routine functions; requires basic training, coaching or experience to improve performance and become consistent.  |
| **Unacceptable** | The Employee did not meet all or most (more than 50%) of the established performance expectations. He/she need significant improvement; additional follow up and specific suggestions for improvements are required.  |

|  |  |
| --- | --- |
| **Employee Self Evaluation** | Select One |
| Did the employee submit a self-evaluation to their supervisor prior to the performance appraisal meeting? |

|  |  |
| --- | --- |
| **Does the employee have any special achievements / accomplishments in the review period?** | Achievements |
| If yes, please describe:   |

|  |  |
| --- | --- |
| **Behavioral Competency** *(Ratings above or below “Successful Performer” require comments)* | **Rating** |
| 1. **Customer Service**

Understands that all employees have external and/or internal customers that they provide services and information to; honors all of the City of Roswell’s commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service.  | Choose Rating |
| Comments:  |
| 1. **Teamwork and Cooperation**

Cooperates with others to accomplish common goals; works with employees within and across their department to achieve shared goals; treats others with dignity and respect and maintains a friendly demeanor; values the contributions of others, demonstrates a positive attitude.  | Choose Rating |
| Comments:  |
| 1. **Results Orientation**

Consistently delivers required business results; sets and achieves attainable, yet aggressive goals; consistently complies with quality standards and meets deadlines; maintains focus on departmental and City goals, understands and promotes City and departmental goals. | Choose Rating |
| Comments:  |
| 1. **Accountability**

Accepts full responsibility for their actions and contributes as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to departmental and City success; demonstrates a commitment to deliver on their public duty and present themselves as a credible representative of the department and the City to maintain the public’s trust.  | Choose Rating |
| Comments:  |
| 1. **Judgment and Decision Making**

Analyze problems by evaluating available information and resources; develops effective, viable solutions to problems which can help drive the effectiveness of the department and the City of Roswell, ability to balance potentially conflicting demands and make effective use of limited resources.  | Choose Rating |
| Comments:  |
| 1. **Communication**

Respectfully listens to others to gain a full understanding of issues; comprehends written material; presents information in a clear and concise manner orally and in writing to ensure others understand their ideas; appropriately adapts their message, style, and tone to accommodate a variety of audiences.  | Choose Rating |
| Comments:  |
| 1. **Creativity and Innovation**

Applies creative problem-solving skills to their work to develop solutions to problems; recognizes and demonstrates the value in taking “smart” risks and learning from their mistakes; develops multiple alternatives and understands the feasibility of each; effectively shares and implements their ideas.  | Choose Rating |
| Comments:  |
| 1. **Flexibility**

Adapts to change and different ways of doing things quickly and positively; does not shy away from addressing setbacks or uncertainty; deals effectively with a variety of people and situations; appropriately adapts one’s thinking or approach as the situation changes.  | Choose Rating |
| Comments:  |
| 1. **Initiative**

Proactively identifies ways to contribute to the City’s goals and missions; achieves results without needing reminders from others; identifies and takes action to address problems and opportunities.  | Choose Rating |
| Comments:  |
| 1. **Professional Development**

Demonstrates a commitment to professional development by proactively seeking opportunities using City offered training as well as resources outside of the City to develop new capabilities, skills and knowledge; acquires the skills needed to continually enhance their contribution to the City and to their profession. | Choose Rating |
| Comments:  |
| **11.Team Leadership (Supervisors only)**Effectively manages and guides team efforts;tracks team progress, adequately anticipates roadblocks, and changes course as needed to achieve team goals; provides appropriate feedback concerning team and individual performance, including areas for improvement.  | Choose Rating |
| Comments:  |
| **12.Performance Management (Supervisors only)**Clearly establishes and communicates expectations; monitors and evaluates performance in a timely fashion; provides effective feedback and coaching; identifies development needs and helps employees address them to achieve optimum performance and gain valuable skills that will translate into strong performance in current and future roles.  | Choose Rating |
| Comments:  |

**Determining Overall Rating**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating** | **Number of Each Rating** | **Multiply by** | **Total for each Rating** |
| Exceptional Performer |   | 5 |   |
| Highly Successful Performer |   | 4 |   |
| Successful Performer |   | 3 |   |
| Needs Improvement |   | 2 |   |
| Unacceptable |   | 1 |   |
| **Overall Total** |   |

|  |  |  |
| --- | --- | --- |
| **Overall Total**  | **Divided by Number of Competencies** | **Overall Numerical Rating** |
|  | Number of Competencies |  |

|  |  |
| --- | --- |
| **Overall Rating** | **Overall Numerical Rating Range** |
|  | **Exceptional Performer** | **4.60 – 5.00** |
|  | **Highly Successful Performer** | **3.60 – 4.59** |
|  | **Successful Performer** | **2.60 – 3.59** |
|  | **Needs Improvement** | **2.00 – 2.59** |
|  | **Unacceptable** | **Less than or equal to 1.99** |

|  |
| --- |
| **Performance Goals** |
| Indicate specific performance goals for the next review period. Please list any specific trainings needed to achieve these goals. Performance goals should include target dates and how the goal will be measured.  |
| Comments:  |

**Career Development Goals**

Career development goals are activities that will add to the employee’s ability to perform their job more effectively or prepare them for additional responsibilities in the future. *Career development goals are optional, but they are highly recommended.*

Identify 1-3 career development goals for the upcoming review cycle year. The goal should be detailed and have a measurable result listed with it. These goals are not used to calculate the overall rating of a performance evaluation but are used to encourage career development for employees.

|  |
| --- |
| **Career Development Goals** |
|  |
|  |
|  |

|  |
| --- |
| **Supervisor Comments:** |
|   |

|  |
| --- |
| **Employee Comments:** |
|   |

**Employee:** The employee’s signature below is an acknowledgement that the evaluation has been reviewed with them by their supervisor.It is not anacknowledgement of agreement or disagreement of the information contained within it.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature** |  | **Date:** |  |
| **Supervisor Signature** |  | **Date:** |  |
| **Mgr. / Dir. Signature** |  | **Date:** |  |
| **Dept. Director Signature** |  | **Date:** |  |

|  |
| --- |
| **Department Director Comments** *(Optional)***:** |
|   |