**City of Roswell**

**Performance Evaluation**

**Fire Employee (Part-Time)**

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| Employee Name |  | Job Title |  |
| Employee # (HR Use) |  | Employee File # |  |
| Department | Fire 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 | | |

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| **Supervisor’s/Manager’s Comments** |
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| **Employee’s Comments** |
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| **Behavioral Competency** | Place a check mark [http://www.savingcountrymusic.com/wp-content/uploads/2011/08/check-mark.png](http://www.google.com/url?sa=i&rct=j&q=check+mark&source=images&cd=&cad=rja&docid=NsKyvtYJaNc7oM&tbnid=RWRHiuIBqo5LYM:&ved=0CAUQjRw&url=http://www.savingcountrymusic.com/country-checklist-songs-causing-an-erosion-of-values/check-mark&ei=jvWsUfCQGY389gSSqIGABQ&bvm=bv.47244034,d.eWU&psig=AFQjCNGFJBQgehTnVAoQmLVzgl67dGcEwg&ust=1370375939096027) in the rating that most accurately represents the performance demonstrated for the review period | | | | | | |
|  | | **5 (EP)** | **4 (HS)** | **3 (SP)** | **2 (NI)** | **1 (U)** | **NA** |
| 1. Customer Service | |  |  |  |  |  |  |
| 1. Teamwork & Cooperation | |  |  |  |  |  |  |
| 1. Results Orientation | |  |  |  |  |  |  |
| 1. Accountability | |  |  |  |  |  |  |
| 1. Judgment & Decision Making | |  |  |  |  |  |  |
| 1. Communication | |  |  |  |  |  |  |
| 1. Creativity & Innovation | |  |  |  |  |  |  |
| 1. Flexibility | |  |  |  |  |  |  |
| 1. Initiative | |  |  |  |  |  |  |
| 1. Professional Development | |  |  |  |  |  |  |
| **Totals of Each Column** | |  |  |  |  |  |  |

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| --- | --- | --- |
| **Total of Competencies** | **Divided by 10 (or 12)** | **Overall Score** |
|  | **÷ 10** |  |

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| --- | --- | --- |
| **Overall Rating** | | |
| **Ratings** | | **Overall Score** |
|  | **5 - Exceptional Performer (EP)** | 4.60 - 5.00 |
|  | **4 - Highly Successful Performer (HS)** | 3.60 – 4.59 |
|  | **3 - Successful Performer (SP)** | 2.60 – 3.59 |
|  | **2 – Needs Improvement (NI)** | 2.00 – 2.59 |
|  | **1 – Unacceptable (U)** | 0.00 – 1.99 |

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| **Performance Development Planning** |
| **Development Opportunity** (Optional)  For areas needing development, indicate specific action plans for improvement in those areas. Please list specific training needed to achieve these goals. Be specific and include target date for completing the plans. |
| Comments: |

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| **Employee Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |  |
| **Captain Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |  |
| **Battalion Chief Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |  |
| **Deputy Chief Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |  |
| **Chief Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** |  |

**Performance Evaluation Guide**

**Rating Scale**

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| **Exceptional Performer (EP)** | 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 (HS)** | 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 (SP)** | 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 (NI)** | 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 (U)** | 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. |

**Behavioral Competencies**

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| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |
| 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. |