



Town of Halifax

Certificate of Completion Wage and Personnel Employee Performance Evaluation

Employee's Name: _____

Position Title: _____

Date of Appointment to this Position: _____

Evaluation Period: _____

Overall Rating: _____

I have read and participated in this performance review as summarized above and understand that if I have questions or issues I may discuss the evaluation or the evaluation process with the Town Administrator. Also, I understand that I may file a formal rebuttal regarding the evaluation, which will be attached to the evaluation instrument and be a part thereof.

Signature of Employee

Date

Signature of Supervisor

Date

Is Employee at their top Step: YES NO

Wage and Personnel

Date

1 Copy of Certificate of Completion to Wage and Personnel
1 Copy of Entire Evaluation to Personnel File (Assistant Treasurer)
Original – Retained by Department Head



Town of Halifax

Evaluation of Performance

Evaluate each of the following nine performance factors by assigning one of the five rate categories.

Definitions of the categories are listed below:

Outstanding: Recognized as performing at the highest level; goes far beyond standards at all times; contributes superior performance in quality and degree; greatly exceed goals and expectations.

Above Average: Consistently fulfills job requirements and extends contributions beyond them; regularly meets and sometimes exceeds goals.

Satisfactory: Consistently meets minimum job requirements but makes limited effort beyond them; adequate achievement of goals.

Below Average: Inconsistent in job performance but improvement possible.

Unsatisfactory: Does not meet minimum job requirements.

1. Job Knowledge and Coverage:

Understands job duties and established objectives; demonstrates the skills and competence needed for the position; provides coverage across job responsibilities; stays current with new technology; practices in the field.

Outstanding Above Average Satisfactory Below Average Unsatisfactory

Comments:

2. Planning and Organization of Work:

Sets goals and objectives consistent with department goals; anticipates and plans for critical and/or problem areas; demonstrates creative approaches to work; seeks to improve methods and procedures; delegates responsibility to subordinates (where applicable).

Outstanding Above Average Satisfactory Below Average Unsatisfactory

Comments:



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3. Productivity and Efficiency:

Performs and completes projects in a dependable, effective and accurate manner; shows desire and energy in completing projects; takes high degree of initiative; produces a high quality or work organizes and coordinates the utilization of people, materials and time.

Outstanding Above Average Satisfactory Below Average Unsatisfactory

Comments:

4. Communication Skills:

Exhibits clear, concise, and organized verbal and written communications; promptly and accurately completes routine and special communications; effectively communicates changes in procedures that affect others' work; p
Is courteous, friendly and tolerant of others; mediates when necessary and works toward consensus; is cooperative and considerate; shows good working relationships with coworkers and /or subordinates; handles conflict; works well on behalf of department efforts.

Outstanding Above Average Satisfactory Below Average Unsatisfactory

Comments:

5. Interpersonal Skills:

Is courteous, friendly and tolerant of others; mediates when necessary and works toward consensus; is cooperative and considerate; shows good working relationships with coworkers and /or subordinates; handles conflict; works well on behalf of department efforts.

Outstanding Above Average Satisfactory Below Average Unsatisfactory

Comments:



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6. Responsibility and Reliability:

Consistently meets or exceeds established objectives; effectively manages an annual budget (where applicable); is accountable for decisions and actions; is flexible in assignments; complies with commitments and meets deadlines; is punctual with regard to work, appointments and meetings.

Outstanding Above Average Satisfactory Below Average Unsatisfactory

Comments:

7. Dependability:

Adherence to schedule and punctuality.

Outstanding Above Average Satisfactory Below Average Unsatisfactory

Comments

8. Judgment and Decision Making:

Takes sensible risks and implements innovations; makes timely and competent decisions; is adaptable to adverse or changing situations; makes decisions consistent with existing policies and procedures.

Outstanding Above Average Satisfactory Below Average Unsatisfactory

Comments:



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9. Employee Development:

Develops team efforts to achieve successful results; promotes moral; inspires confidence in staff and coworkers; effectively uses authority; develops personnel (where applicable); demands quality performance of self and others; sets goals for personal professional growth; participates in Town and professional development activities.

Outstanding Above Average Satisfactory Below Average Unsatisfactory

Comments:

10. Indicate areas of employee's best performance during this evaluation period:

11: Indicate areas of need and means by which the employee could improve his/her performance:

12: Employees Comments: