**Certificate of Completion**

**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.

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Signature of Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor Date

Is Employee at their top Step: YES NO

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Received by Town Treasurer Date

1 Copy of Entire Evaluation to Personnel File (Assistant Treasurer)

Original – Retained by Department Head; copy given to Employee

**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:**

**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:**

**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:**

**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:**