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| --- | --- |
| **DISCLAIMER**  **This document is provided for general informational purposes, may not apply to your city’s specific situation and should not be considered a comprehensive employee evaluation. It should be used for comparative purposes only. The employee evaluation should be tailored to reflect the actual qualifications and job duties relevant for a position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this document.** |  |

# Employee Performance Review

## Employee Information

| Name |  | Employee ID |  | |
| --- | --- | --- | --- | --- |
| Job Title |  | Date | |  |
| Department |  | Evaluator |  | |
| Review Period |  |  | |  |

## Ratings

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | 1 = Poor | | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent |
| Job Knowledge | | |  | |  |  |  |  |
| Comments | |  | | | | | | |
| Work Quality | | |  | |  |  |  |  |
| Comments |  | | | | | | | |
| Attendance/Punctuality | | |  | |  |  |  |  |
| Comments |  | | | | | | | |
| Initiative | | |  | |  |  |  |  |
| Comments |  | | | | | | | |
| Communication/Listening Skills | | |  | |  |  |  |  |
| Comments |  | | | | | | | |
| Dependability | | |  | |  |  |  |  |
| Comments |  | | | | | | | |
| Overall Rating (average the rating numbers above) | | | |  | | | | |

## Evaluation

|  |  |
| --- | --- |
| Additional Comments |  |
| Goals (as agreed upon by employee and manager) |  |

## Verification of Review

|  |  |  |  |
| --- | --- | --- | --- |
| By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation. | | | |
| Employee Signature |  | Date |  |
| Evaluator Signature |  | Date |  |