

**CITY OF REXBURG
ANNUAL PERFORMANCE EVALUATION
FOR EXEMPT AND NONEXEMT EMPLOYEES**

EMPLOYEE NAME:		
JOB TITLE:		
DEPARTMENT:		
PERIOD OF EVALUATION:		From:
TIME IN CURRENT POSITION		To:
EMPLOYEE STATUS: (Check applicable status.)		Exempt
		Nonexempt
INSTRUCTIONS:		
1. All evaluations must be completed by employee anniversary date. 2. Completed evaluations should be forwarded to the Human Resources Department 5 days prior to payroll processing, if it is in conjunction with a merit increase. 3. All employees must be evaluated on Categories I through IV. Supervisors must be evaluated on Categories I through V. The		

PERFORMANCE RATINGS/SCORING GUIDELINES
5 = SUPERIOR - Consistently exceeds job requirements; this is the highest level of performance that can be attained.
4 = EXCEEDS EXPECTATIONS - Frequently exceed requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
3 = MEETS EXPECTATIONS - Able to perform 100% of job duties satisfactorily. Meets basic job requirements and expectations, in terms of contribution to the department/city. Does not require more help from supervisor than is implicit in position description. By definition, this is very satisfactory performance in a position in which high standard performance is required.
2 = MARGINAL PERFORMANCE - Does not consistently meet acceptable standards. Requires more than minimum help from supervisor and others; problem areas need to be monitored closely, performance must improve to meet expectations of position. Counseling and informal discipline should have been given.
1 = UNACCEPTABLE - Fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment. Disciplinary action is required to correct problem.
N/A = NOT APPLICABLE - This rating factor does not apply to this position.

Evaluation Form

I. JOB PERFORMANCE List up to eight (8) core job responsibilities/duties from the employee position job description. Example: Prepare Board of Adjustment Meeting Agenda and takes meeting minutes.		
	ACTUAL SCORE	Explanation or remarks if needed.
1		
2		
3		
4		
5		
6		
7		
8		
9. Compliance w/Safety Procedures and Regulations		
Subtotal Category I	0	

II. WORK ATTITUDE	ACTUAL SCORE	Explanation or remarks if needed.
A. Cooperation -The willingness to work & associate with other employees for the purpose of achieving City and Department Goals		
B. Acceptance of Supervision -The willingness to maintain amiable, cooperative relationships with supervisors.		
C. Adaptability - The willingness to adjust and to be flexible to changing conditions.		
D. Initiative/Motivation -The energy and willingness to initiate action to solve problems.		
Subtotal Category II	0	
III. HUMAN RELATIONS		
A. Co-workers - The willingness to organize and maintain comfortable working relationships with other employees.		
B. Public Relations - The willingness and ability to organize ad maintain effective relationships with customers, the public, or media.		
C. Team Player - Makes an effort to share information with other team players on matters related to their activities and actively participates in interdepartmental committees/task forces/teams, addressing citywide issues, has a firm understanding and is an advocate of the philosophy of the organization.		
Subtotal Category III	0	
IV. VALUE OF WORK PRODUCT		
A. Accuracy -Correctness; freedom from error, exactness.		
B. Thoroughness - The ability to carry through to completion, being careful and complete with details.		
C. Productivity -Volume of output.		
D. Completion of Work on Schedule -timely; prompt; the ability to meet reasonable deadlines.		
Subtotal Category IV	0	
V. SUPERVISORY SKILLS completed only for supervisors		
A. Adherence to Policies and Procedures -Willingness and ability to understand and follow organization policies and procedures i.e.: paperwork and interdepartmental communication.		
B. Training/Instruction of Subordinates -The willingness to consistently devote the time necessary to prepare employees to carry out work assignments and advance to further work responsibilities.		
C. Employee Performance Evaluations - The process of assessing effectiveness, outcome or process; the ability to make judgment about work result.		
D. Disciplinary Control - The ability to train by counseling, correct behavior, or mold; control gained by requiring proper understanding of authority; requiring self control by others.		
E. Use & Care of Equipment and Supplies - The proper utilization and maintenance of City equipment, facilities and tools.		
F. Compliance w/Safety Procedures and Regulations - The willingness to comply with accepted safety rules for the protection of fellow employees.		
G. Observance of Rules and Regulations - The willingness to observe and comply with appropriate rules and regulation governing the employment of employees.		
Subtotal Category V	0	
TOTAL ACTUAL SCORE	0	

Scale for Employee	
Total Score	Overall Performance Rating
90 to 100	Superior
70-89	Exceeds Expectations
50-69	Meets Expectations
30-49	Marginal Performance
29 or Less	Unacceptable

Scale for Supervisor	
Total Score	Overall Performance Rating
122-135	Superior
95-121	Exceeds Expectations
68-94	Meets Expectations
41-67	Marginal Performance
40 or less	Unacceptable

Overall Performance Rating:	
Employee's Comments:	
Evaluator's Comments:	
Evaluator's Signature:	Date:

Employee's signature does not mean that he/she agrees with the ratings. It simply acknowledges that the employee has reviewed and discussed the evaluation with his/her supervisor.	
Employee's Signature:	Date:

KEY DEVELOPMENT GOALS

In order to provide guidance and direction for the upcoming year, the employee shall establish five (5) key development goals. The first three (3) goals shall be challenges, tasks, or projects that are above and beyond your everyday duties and responsibilities. The last two goals established shall be goals that are professional developmental goals. The supervisor and employee shall determine a progress reporting schedule that works for the individual employee. It is recommended that there is at least a **semi-annual** report of progress with the supervisor and employee regarding the key development goals.

1

Brief Explanation:

2

Brief Explanation:

3

Brief Explanation:

4

Brief Explanation:

5

Brief Explanation: