

# Town of Windham

Management Employee Performance Evaluation Form

Name

Date

## Instructions

This report is intended to provide a means of gauging the employee's performance relative to a set of criteria intended to reflect those attributes necessary for success in the position. Scoring for this performance report is based on a continuum, a range of performance from 'unacceptable' through 'acceptable' to 'exceptional'. **For the employee:** Please mark the space to the right of each evaluation item (for example, "Employee - Knowledge") by using a check mark (✓), an 'X' or other mark (●) anywhere along the employee self-evaluation continuum which you believe represents your performance. Marks may be anywhere along the continuum. Consider performance over the whole rating period.

The manager's evaluation of your performance will be marked for each evaluation item (for example, "Manager - Knowledge") beneath your self-evaluation mark. The point is to identify any areas where there is a significant disparity between your perception and understanding of your performance and that of the manager.

Space is provided for written comments on attached comment pages, as many of which may be submitted as necessary. Comments are strongly encouraged.

## Evaluation Items

- 1 Knowledge - the degree to which the Employee possesses the knowledge necessary to adequately discharge the duties and responsibilities of the office. In this area, consider the depth of knowledge in specific areas and the breadth of knowledge areas.
- 2 Commitment - the degree to which the Employee is interested in the position and its influence on the operation of the organization as a whole, in addition to the Department.
- 3 Decision Making - the ability demonstrated by the Employee to make decisions affecting the operation of the Department and the Town as it relates to the Department's role; include such factors as timeliness of decisions, reasonableness in light of available facts, circumstances, and applicable standards or policies.
- 4 Planning - how well the Employee has demonstrated the ability to plan, organize and schedule work for effective use of manpower, equipment, money and materials allocated to the Department.
- 5 Verbal Communications - how well the Employee conveys information to employees, other officials and members of the general public.
- 6 Written Communications - how well the Employee has demonstrated the ability to produce required reports or other written communications which are timely, complete and understandable.
- 7 Listening Skills - how well the Employee listens to and considers the views of others, particularly employees, conveys an attitude of receptiveness facilitating open communications.
- 8 Motivation - how well the Employee is able to inspire and encourage employees to meet and perform beyond work requirements.
- 9 Delegation - how well the Employee delegates tasks to employees in carrying out assignments or projects of the Department.
- 10 Employee Development, Including Evaluations - how well the Employee acts as coach/counselor for Department employees to enhance their development and ability to contribute effectively to the Department, and the ability of the Employee to assess the job performance of Department employees and provide constructive feedback.
- 11 Developing Teamwork - the demonstrated ability of the Employee to bring together a number of employees into a cohesive team, effectively channeling work efforts toward the accomplishment of common objectives within the Department and throughout the organization.
- 12 Analyzing/Improving Operations - the ability of the Employee to evaluate the performance of the Department with respect to the internal operations and external effect of its practices and procedures, the degree to which corrective actions are taken within the Employee's authority, or recommendations are made to address issues needing change.
- 13 Equity - the degree of fairness in the exercise of authority in such matters as the application of personnel policies and work rules, assignment of work, and resolution of problems.
- 14 Courtesy - how polite and attentive the Employee is toward others, such as co-workers, supervisors, and the public.
- 15 Dependability - how well the employee completes required work in a timely fashion with minimal supervision.
- 16 Neatness - the degree to which the Employee keeps his/her work area (desk, car or truck cab) clean and orderly, considering also the nature of the work in which the Employee is engaged.
- 17 Stability - how well the Employee withstands pressure and remains calm in stressful situations.
- 18 Safety - how well the Employee observes rules regarding safety, follows safe practices in the work place, and communicate them to employees.

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Number	Item		Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
1	Employee - Knowledge				
	Manager - Knowledge				
2	Employee - Commitment				
	Manager - Commitment				
3	Employee - Decision Making				
	Manager - Decision Making				
4	Employee - Planning				
	Manager - Planning				
5	Employee - Verbal Communications				
	Manager - Verbal Communications				
6	Employee - Written Communications				
	Manager - Written Communications				
7	Employee - Listening Skills				
	Manager - Listening Skills				
8	Employee - Motivation				
	Manager - Motivation				
9	Employee - Delegation				
	Manager - Delegation				
10	Employee - Employee Development, Including Evaluations				
	Manager - Employee Development, Including Evaluations				
11	Employee - Developing Teamwork				
	Manager - Developing Teamwork				
12	Employee - Analyzing/Improving Operations				
	Manager - Analyzing/Improving Operations				
13	Employee - Equity				
	Manager - Equity				
14	Employee - Courtesy				
	Manager - Courtesy				
15	Employee - Dependability				
	Manager - Dependability				
16	Employee - Neatness				
	Manager - Neatness				
17	Employee - Stability				
	Manager - Stability				
18	Employee - Safety				
	Manager - Safety				
	<b>Employee's Self-Evaluation Overall Rating</b>				
	<b>Manager's Overall Rating of Employee</b>				

## Town of Windham

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Name \_\_\_\_\_

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**Number Employee Comments**

## Town of Windham

Management Employee Performance Evaluation Form

Name \_\_\_\_\_

Date

**Number Manager's Comments**

**Town of Windham**

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Name

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**Employee Review**

I have taken part in this evaluation and have discussed the results with the Town Manager. My signature does not necessarily indicate my full agreement. I understand that I may indicate my reservations or disagreement with the results of the evaluation on this form, and that I may request further review of this evaluation, within ten (10) working days.

Signature

Date

**Town Manager's Review**

I have conducted a performance evaluation of this Employee and have indicated any recommendations in this report.

Signature

Date

**Contents**

This performance evaluation consists of the following pages:

Instruction/Cover Page

Number of Pages

1

Evaluation Marks

1

Employee Comments (please indicate number of pages)

Manager's Comments (please indicate number of pages)

Signature Page

Total Pages (add up the number of pages and indicate in the space provided)

1