

*Indicates required field



Flagstaff FD & Summit FD
 Captain Performance Evaluation

Overall Performance Evaluation Rating

Rating: Not Rated

Personnel Action

Name: <input type="text"/>	Employee ID: <input type="text"/>
Job Title: <input type="text"/>	Department: <input type="text"/>
Division: <input type="text"/>	Section: <input type="text"/>
Manager Name: <input type="text"/>	
Evaluation Type: <input type="text"/>	Effective Date: <input type="text"/>
Evaluation Period Beginning: <input type="text"/>	Evaluation Period Ending: <input type="text"/>

Performance Evaluation Purpose

- **Inform** - The supervisor and employee communicates openly about performance. This should happen throughout the year and not only at this time. Issues discussed now should not be unexpected to the employee.
- **Set Goals** - The supervisor and employee mutually establish goals for progress. Goals should be realistic, measurable, and obtainable within six months to one year.
- **Develop** - The supervisor and employee identify actions that can be taken to enhance development and performance.
- **Evaluate** - The supervisor and employee evaluate results based on previously established goals and performance standards.
- **Provide** - The decisions on merit and/or tenure advances as applicable.

- **Reminders** - For those employees that have a [zone change checklist](#) and/or an [alternate work schedule](#), those documents should be revisited during the annual evaluation process.

Definition of Ratings

Excels: Employee consistently exceeds the set performance standards in regard to the factor being evaluated (requires comments). Exceptional performers that exceed communicated expectations and demonstrate that unique understanding of the work beyond the assigned area of responsibility.

Expectations Met: Employee consistently and effectively fulfills the set performance standards in regard to the factor being evaluated. *The employee can competently perform all aspects of the job function, responsibility, or goal. Occasionally the employee may exceed requirements.*

Needs Improvement: Employee is not consistent in performing the established performance standard and marked improvement is necessary (requires comments). The employee requires close guidance and direction in order to perform routine job duties, or the employee's performance impedes the work of others.

Not Applicable: (N/A) This does not apply or relate to position or was not observed during evaluation period.

1. Employee Pre-Review Input Section

A. Previous Year's Goal

Were your previous year's goals met? Please comment on the status of your previous year's goals.

For employees in their probationary period, refer to tasks and/or training assigned during the onboarding period.

Self: N/A

Comments:



[Attach Feedback](#)

B. Other Accomplishments

Describe other work related accomplishments outside of the established goals.

For employees in their probationary period, refer to other work related accomplishments outside of the assigned tasks and/or training established during the onboarding period.

Self: N/A

Comments:



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C. New Goals

Please list goals you would like to complete in the next review period.

Self: N/A

Comments:



[Attach Feedback](#)

2. Job Description Acknowledgement

Job Description Acknowledgement

The job description is intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description is subject to change as the needs and requirements of the job change.

If there needs to be modifications to the existing job description, select, "This job description needs updating" below. Then the employee and supervisor will update the existing job description through track changes and submit the recommended changes through the chain of command to HR.

City of Flagstaff job descriptions can be found [here](#).

Manager

Self

- This job description does not need updating.
- This job description needs updating.

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Self: N/A

Comments:



[Attach Feedback](#)

3. Performance Evaluation Section

Please complete all sections. If rating item is not applicable, select N/A from the drop-down.

A. Core Competencies

Competency	Rating	Comments:

<p>Teamwork Openly shares information; contributes valuable ideas, demonstrates integrity by providing honest opinions, and feedback; and can be counted upon to fulfill commitments made to others on the team. Establishes and encourages a team environment while eliminating barriers. Contributes to project successes which leads to overall team excellence. For example: provides clear expectations, articulates common goals, communicates how individual roles contribute to team success, provides both clear direction and sufficient resources while removing or reducing obstacles to team success. Seeks input from the team before making larger decisions. Listens to team members' ideas for improvement and helps to implement.</p>	<input type="text" value="-----"/>	<input type="text"/> 
<p>Accountability Demonstrates and appropriate level of knowledge, skills and abilities, is resourceful, and establishes integrity by taking responsibility for his or her actions and is willing to remedy issues. Demonstrates excellence in the pursuit of expertise in their field. This supervisor ensures that employees understand their level of responsibility, safety practices, expectations of their positions, and the City's mission, vision and values. Assists and supports direct reports while holding them accountable. Employees are confident about how much support they will receive when they accept ownership of projects and issues.</p>	<input type="text" value="-----"/>	<input type="text"/> 
<p>Communication Communicates transparently and effectively both internally and externally. Communicates appropriately verbally, in writing, and online. Uses good judgment when communicating and demonstrates skills that lead to results. Fosters a work environment that encourages others to communicate in an open and inclusive manner and share information. Engages in two-way conversations throughout the year by communicating clearly and actively listening. Able to listen respectfully and consider alternate positions while being receptive to feedback.</p>	<input type="text" value="-----"/>	<input type="text"/> 
<p>Quality Creates a work environment where employees can be responsive, creative, highly accurate, thorough, displays pride in their work and commitment to the City's high level of excellence in customer service and professionalism. Conveys that customers are the highest priority and the importance of meeting their expectations. Publicly recognizes those who provide a high level of quality and deliver excellent customer service.</p>	<input type="text" value="-----"/>	<input type="text"/> 

Leadership

Communicates a vision that others choose to follow. Models behaviors expected of others and inspires and empowers others to undertake challenging tasks and projects. Values employees and their contributions to the team, tasks, and projects. Effectively coaches and leads employees to be successful. Encourages employees to take initiative, problem solve, and build collaborative relationships.



Attach Feedback

Add Development Plan

B. Common Factors

Competency	Rating	Comments:
<p>Compliance with employee rules/ SOG's Understands and follows employee rules/SOG's on a regular basis.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> 
<p>Meets deadlines Reports, forms, and requests are met and turned in on time and accurate.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> 
<p>Safety record/ driving record Sets a good example for safety practices and lawful courteous driving. Performs good defensive driving techniques and uses good judgment. Models FFD vision and values in the attainment of goals to satisfy mission objectives. Encompasses situational awareness and accountability for all safety programs. Strong supervisory presence and support for direct reports. Models safety behaviors and expectations. Collaborates with peers to achieve results.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> 
<p>Demonstrates professional/ ethical conduct Consistently demonstrates high level of professional and ethical conduct.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> 

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Add Development Plan

C. Technical Factors

Competency	Rating	Comments:
<p>Work Knowledge, scene competency, and operational safety. Follows orders efficiently and effectively with little direction. Recognizes unsafe situations. Knowledge of tools, equipment and there use. Knowledge of tactics and are effective at the Captain task level. Good initial decision making and communications. Tactics support objectives. Clear orders and radio traffic.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
<p>EMS and Advance Technical Certificates Delivers excellent care of all patients. Adheres to current protocol / treatment guidelines. Maintains appropriate certifications. Provides timely reports with accuracy and professionalism. Provides shift trainings relating to this skill set (when applicable). Maintains specialized equipment as needed.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
<p>Professional Appearance and Attitude Uniform is always clean and professional Adheres to uniform and grooming SOP's Displays FFD in a positive light with a good attitude. Respects chain of command. Ensure subordinates comply with Department policy.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
<p>Supervision and Coordination Provide direction and guidance to assigned personnel to achieve maximum employee growth. Complete employee evaluations on schedule. Manage work program to reach the desired goals. Ensure subordinates follow policy, and provide discipline when necessary.</p>	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

Attach Feedback

Add Development Plan

4. Goals & Objectives Section

Goals agreed upon by employee and supervisor for next rating period.

Goals



Title:

Due:

Measured Goal

Supervisor Support of Accomplishment

 [Attach Feedback](#)



Title:

Due:

Measured Goal

Supervisor Support of Accomplishment

 [Attach Feedback](#)



Title:

Due:

Measured Goal

Supervisor Support of Accomplishment

 Attach Feedback

 Add New Goal

 

Supervisor Comments

Overall Comments

Direct Supervisor

 

Employee Comments

Overall Comments

- I agree with this evaluation
- I do not agree with this evaluation

Employee

 