

*Indicates required field



Flagstaff FD & Summit FD
Firefighter 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:



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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.

-
-

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 The employee is an effective team player who adds complimentary skills and contributes valuable ideas, demonstrates integrity by providing honest opinions and feedback. Openly shares information and can be counted upon to fulfill commitments made to others on the team. Is supportive of other team members, helping out when needed to meet the goals of the entire team, and volunteering even when they aren't asked. Contributes to project successes which leads to overall team excellence.</p>	<div style="border: 1px solid black; padding: 5px;">-----</div>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <div style="text-align: right; padding-right: 5px;"> ⬆ ⬇ ⬆ </div> <div style="margin-top: 5px;"></div>
<p>Accountability The employee has demonstrated knowledge of skills, abilities, and expertise, is resourceful, actively practices on-the-job safety, meets reasonable deadlines, and accepts responsibility for his or her actions. Willingly makes commitments and fully intends to keep them. Arrives at work on time, well-prepared and ready to contribute, and understands the needs and requirements of the job. Demonstrates excellence in the pursuit of expertise in their field. Establishes integrity by taking responsibility for actions and is willing to remedy issues.</p>	<div style="border: 1px solid black; padding: 5px;">-----</div>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <div style="text-align: right; padding-right: 5px;"> ⬆ ⬇ ⬆ </div> <div style="margin-top: 5px;"></div>
<p>Communication Communicates transparently and effectively both internally and externally. Communicates appropriately verbally, in writing and online. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Demonstrates communication skills that lead to results. Communicates in a clear and concise manner, selecting the right tone for the situation and audience. Listens to others and allows them to make their point. This individual is open and inclusive in their communication.</p>	<div style="border: 1px solid black; padding: 5px;">-----</div>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <div style="text-align: right; padding-right: 5px;"> ⬆ ⬇ ⬆ </div> <div style="margin-top: 5px;"></div>
<p>Quality The employee has established a record of producing work that is creative, highly accurate, demonstrates attention to detail and displays pride in work. Is personally committed to the City's high level of excellence in customer service and professionalism, and encourages others to have similar standards. Demonstrates a high level of responsiveness to customer's needs and meeting their expectations.</p>	<div style="border: 1px solid black; padding: 5px;">-----</div>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <div style="text-align: right; padding-right: 5px;"> ⬆ ⬇ ⬆ </div> <div style="margin-top: 5px;"></div>

-  Attach Feedback
-  Add Development Plan

B. Common Factors


Competency	Rating	Comments:
Compliance with employee rules/ SOG's Understands and follows employee rules/SOG's on a regular basis.	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div> 
Meets deadlines Reports, forms, and requests are met and turned in on time and accurate.	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div> 
Demonstrates professional/ ethical conduct Consistently demonstrates high level of professional and ethical conduct.	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div> 
Demonstrates good study habits Continues education, strives to improve job skills, establishes a career path, and helps to mentor new crew members.	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div> 



 [Attach Feedback](#)

 [Add Development Plan](#)

C. Technical Factors

Competency	Rating	Comments:
Work knowledge, scene competency, and operational safety Follows orders efficiently and effectively with little direction. Recognizes unsafe situations. Knowledge of tools, equipment and their use. Knowledge of tactics and is effective at the Firefighter task level.	<input type="text" value="-----"/>	<div style="border: 1px solid #ccc; height: 50px; 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="-----"/>	<input type="text"/> <input type="text"/> <input type="text"/>
<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.</p>	<input type="text" value="-----"/>	<input type="text"/> <input type="text"/> <input type="text"/>
<p>Personal Fitness, Health, and Safety Maintains physical standards in order to perform job duties effectively. Participates in daily PT. Arrives to work rested. No injuries due to unsafe actions. Adheres to the safety SOPs.</p>	<input type="text" value="-----"/>	<input type="text"/> <input type="text"/> <input type="text"/>



[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

