

*Indicates required field



City of Flagstaff Non-Supervisor 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

Exceptional: Employee consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work. Active in industry-related professional and/or community groups.

Exceeds Expectations: Employee consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical and interpersonal skills or has achieved significant improvements in these areas.

Meets Expectations: Employee meets all relevant performance standards. Seldom exceeds or falls short of desired results or objectives.

Below Expectations: Employee's performance sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Lacks appropriate level of skills or is inexperienced/still learning the scope of the job. Performance has declined significantly or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.

Needs Improvement: Consistently falls short of performance standards.

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:



 [Attach Feedback](#)

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.

Self: N/A

Comments:



 [Attach Feedback](#)

3. Core Competencies

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.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement

Comments:



Attach Feedback



Add Development Plan

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.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement

Comments:



Attach Feedback



Add Development Plan

Communication

Communicates transparently and effectively both internally and externally. Communicates appropriately verbally, in writing and online. Uses good judgment

- Exceptional
- Exceeds Expectations
-

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.

- Meets Expectations
- Below Expectations
- Needs Improvement

Comments:



[Attach Feedback](#)

[Add Development Plan](#)

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.

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Needs Improvement

Comments:



[Attach Feedback](#)

[Add Development Plan](#)

4. New Goals

Goals



Title:

Due:

How will the goal be measured:

How will the supervisor support the accomplishment of the goals:

 Attach Feedback



Title:

Due:

How will the goal be measured:

How will the supervisor support the accomplishment of the goals:

 Attach Feedback



Title:

Due:

How will the goal be measured:

How will the supervisor support the accomplishment of the goals:

 Attach Feedback

 Add New Goal

 

Supervisor Comments



Employee Comments

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

