

*Indicates required field



City of Flagstaff 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 routinely exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly knowledgeable, resourceful, 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: Routinely 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

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.

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

Comments:



Attach Feedback



Add Development Plan

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.

- 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 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.

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

Comments:



 [Attach Feedback](#)

 [Add Development Plan](#)

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.

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

Comments:



 [Attach Feedback](#)

 [Add Development Plan](#)

Leadership

Communicates a vision that others choose to follow. Models behaviors expected of others and inspires and empowers others to undertake

- Exceptional
- Exceeds Expectations

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.

- 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

ABC ✓



Supervisor Comments

Overall Comments

Direct Supervisor

ABC ✓



Employee Comments

Overall Comments

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

Employee

ABC ✓

