

# City of Clarksville Evaluation Form

**Employee's Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Evaluating Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluation Time Frame:** \_\_\_\_\_ **Thru:** \_\_\_\_\_

**Reason for Evaluation:**

- Annual Performance Evaluation**
- 6 month probation**
- Extension of Probation**

**Instructions:** Evaluate the employee's work performance as it pertains to the job requirements and standards set by the department. Mark the best description that describes the employee's performance. Add comments to support the rating and have documentations to support your rating.

**Purpose:** The purpose of the performance evaluation is to consider how the employee performed throughout the entire year. Your goal as an evaluator is to provide feedback that will motivate and improve employee performance. It is also to keep you and your employee on the same path following the mission and goals of the department.

Unsatisfactory Score = 0	Needs Improvement Score = 1	Meets Standards Score = 2	Exceeds Standards Score = 3	Outstanding Score = 4	Cat. Score	X	Cat. Weight
<b>1. JOB KNOWLEDGE:</b>		<b>Knowledge of work duties necessary to perform satisfactorily on the Job.</b>				X	10
Lacks the basic knowledge necessary to perform the job after training has been given.	Lacks knowledge of some basic phases of work; requires additional training to perform the job satisfactorily.	Adequately familiar with most phases of the job, including equipment, policies & procedures. Can answer most common questions & knows enough to perform the job satisfactorily.	Understands and knows well almost all phases of work. Skilled in operation & use of assigned equipment.	Excellent resource person; often sought by others for job expertise; instructor level competence; well informed about many job-related topics.			
<b>Total=</b>							

**Evaluators Comments:**



Improvement Score = 0		Standards Score = 1			Standards Score = 2			Standards Score = 3			Standards Score = 4			Score	Weight	
<b>4. DEPENDABILITY:</b>					Attendance, reliability, & punctuality.										X	8
Not available during work hours; consistently tardy & absent without leave		Inconsistent availability & unexcused leave.			Satisfactory availability & attendance.			Rarely absent or tardy.			Exemplary availability & attendance.					
														<b>Total=</b>		
<b>Evaluators Comments:</b>																

Unsatisfactory Score = 0		Needs Improvement Score = 1			Meets Standards Score = 2			Exceeds Standards Score = 3			Outstanding Score = 4			Cat. Score	X	Cat. Weight
<b>5. JUDGEMENT:</b>					Ability to analyze information & arrive at logical conclusions.										X	9
Decisions are flawed or incorrect; does not make judgments on own; unable to analyze data & draw conclusions.		Decisions not always thought through; data not properly analyzed; show little confidence in own judgment.			Properly analyzes data & draws independent conclusions in a satisfactory manner.			Evaluates data quickly & accurately; conclusions reached are clear & supported by facts.			Analyzes data well under pressure; foresees potential problems; used as a resource when making decisions.					
														<b>Total=</b>		
<b>Evaluators Comments:</b>																

Unsatisfactory	Needs Improvement			Meets Standards			Exceeds Standards			Outstanding			Cat. Score	X	Cat. Weight
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Score = 0			Score = 1			Score = 2			Score = 3			Score = 4				X	10
<b>6. COMMUNICATION SKILLS:</b>						Ability to express ideas, information & instructions clearly & concisely.							X	10			
Written material is confusing & difficult to understand. Fails to record pertinent information.			Written material requires more than one reading for clear understanding; difficulty getting to the point.			Written material is clear & coherent; errors do not hinder understanding.			Written material seldom contains errors; clear & easily understood; enhances communication for audience.			Written material is error free; communication is concise & accurate; used as a resource in writing material.					
															Total=		
<b>Evaluators Comments:</b>																	

Unsatisfactory Score = 0			Needs Improvement Score = 1			Meets Standards Score = 2			Exceeds Standards Score = 3			Outstanding Score = 4			Cat. Score	X	Cat. Weight
<b>7. FOLLOWS INSTRUCTIONS:</b>						Ability to understand & satisfactorily carry out both oral & written instructions. Conforms to rules & regulations.							X	8			
Requires constant supervisory follow-up; has extreme difficulty following even simple instructions; fails to seek clarification when confused.			Work is seldom completed without supervisory follow-up; has some difficulty following instructions correctly.			Works with minimum supervision; regularly follows instructions correctly; can be counted on to carry out assignments; meets routine deadlines.			Requires little supervision; consistently follows instructions accurately; has time for additional projects.			Rare need for supervisory follow-up; counted on to carry out complex instructions accurately; typically ahead of schedule, with time for new projects.					
															Total=		
<b>Evaluators Comments:</b>																	

Unsatisfactory Score = 0			Needs Improvement Score = 1			Meets Standards Score = 2			Exceeds Standards Score = 3			Outstanding Score = 4			Cat. Score	X	Cat. Weight
<b>8. INITIATIVE:</b>						Ability to recognize & identify job-related activity &							X	8			

to originate action.																	
Avoids job-related activity; shows no concern for improvement.			Fails to foresee needs; follows a routine way of performing job tasks without concern for improvement.			Assumes some additional duties; pursues work-related development.			Often seeks additional & new responsibilities; pursues work & professional development.			Foresees needs & takes on responsibility for solutions; consistently seeks to develop self for departmental effectiveness.					
															<b>Total=</b>		
<b>Evaluators Comments:</b>																	

Unsatisfactory Score = 0	Needs Improvement Score = 1	Meets Standards Score = 2	Exceeds Standards Score = 3	Outstanding Score = 4	Cat. Score	X	Cat. Weight									
<b>9. SAFETY:</b>		Adheres to Safety Rules & performance of tasks without exposing self/others to unnecessary danger or risk.				X	7									
Fails to follow accepted safety procedures; demonstrates total disregard while operating equipment or vehicles.		Periodic lapses in safety procedures; does not employ defensive driving techniques; improper use of equipment.		Follows safety procedures; appropriate use of safety equipment.		Actively promotes safety. Adheres to safety procedures in the majority of situations.		Actively promotes & displays superior ability in adherence to safety procedures under all conditions; foresees potential danger & responds accordingly.								
														<b>Total=</b>		
<b>Evaluators Comments:</b>																

Unsatisfactory Score = 0	Needs Improvement Score = 1	Meets Standards Score = 2	Exceeds Standards Score = 3	Outstanding Score = 4	Cat. Score	X	Cat. Weight					
<b>10. INTERPERSONAL SKILLS:</b>		Ability to work harmoniously with co-worker & the general public.				X	8					
Antagonistic,		Usually agreeable but		Agreeable, courteous &		Very polite & willing to		Extremely respectful &				

discourteous & unwilling to help peers or customers.	may show impatience to peers or customers. Helps others only if "pressed".	tactful. Willingly assists others.	help; genuine concern for others; tact used in stressful situations.	persuasive; excellent at establishing good will; consistently receives praise from others.	
					<b>Total=</b>
<b>Evaluators Comments:</b>					

Unsatisfactory Score = 0	Needs Improvement Score = 1	Meets Standards Score = 2	Exceeds Standards Score = 3	Outstanding Score = 4	Cat. Score	X	Cat. Weight
<b>11. RELATIONSHIP WITH SUPERVISOR(S):</b>		Ability to work harmoniously & cooperatively with supervisor(s).				X	8
Discourteous & antagonistic.	Usually agreeable but at times discourteous & uncooperative.	Agreeable & tactful. Willing to help.	Very respectful & willing to go the extra mile to help.	Extremely respectful & supportive of supervisory decisions; disagreements handled with tact leading to superior group results.			
					<b>Total=</b>		
<b>Evaluators Comments:</b>							

Unsatisfactory Score = 0	Needs Improvement Score = 1	Meets Standards Score = 2	Exceeds Standards Score = 3	Outstanding Score = 4	Cat. Score	X	Cat. Weight
<b>12. PROFESSIONALISM:</b>		Overall personal presentation – appearance, demeanor & organization.				X	10
Very untidy, inappropriate dress for position; personal hygiene habits are	Inappropriate or incomplete attire for job function; workstation is occasionally	Well groomed; satisfactory appearance; work station clean & organized; equipment	Careful about appearance; dresses appropriately; workstation is well	Extremely well groomed; clothing & equipment are immaculately			







**AREAS IN NEED OF IMPROVEMENT:**

**PLAN(S) FOR IMPROVING (e.g., training, classes, etc.)**

**EMPLOYEES STRENGTHS:**

**PLAN FOR BUILDING STRENGTHS' (e.g. Education, Training, Temporary Assignments):**

**EMPLOYEE'S COMMENTS:**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor / Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

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The Evaluator's Supervisor Signature

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Date

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Department head's signature

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Date

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General Manager's signature

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Date

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Human Resource Director's Signature

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Date