

# City of Greer Performance Evaluation

Evaluator:

Name:	Department:
Position:	Review:                      Introductory                      Annual
Start Date:	Date Prepared

## Instructions For Completing The Performance Evaluation

This performance evaluation is to serve as a record of performance and accomplishments during the past specified period. Its purpose is to summarize the information necessary to report the individual's current level of performance at their position and to assist in effectively cultivating the employees skills toward improvement in stated performance level. This evaluation will also be used as a tool in selecting qualified individuals for further assignments and in administering an equitable compensation program. This evaluation should be discussed with each employee as a tool for evaluating both strengths and weaknesses. Your ratings should be kept as objective as possible. **Please note that " At Expectation" completely describes satisfactory performance in a certain category.**

Expectation			Category
Below	At	Above	
			<b>Quality of Work:</b> Employee meets desired quality requirements of accuracy, neatness, and thoroughness of the position.

			<b>Quantity of Work:</b> Employee performs tasks at a volume consistent with position requirements.
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			<b>Knowledge of Position:</b> Employee possesses an adequate understanding of position and its place in the department as a whole.
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			<b>Initiative:</b> Employee has a certain level of self motivation, contributes new ideas, and/or is capable of completing tasks in absence of direct supervision.
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			<b>Adaptability:</b> Employee can adjust to new duties and situations as they arise.
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Expectation			Category
Below	At	Above	
			<b>Dependability:</b> Employee is punctual and can be depended upon to carry out instructions, perform tasks, and follow through to completion.

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			<b>Communication:</b> Employee conveys information in a timely, effective, coherent, and courteous manner, both verbal and written, as applicable.
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			<b>Interpersonal Relationships:</b> Employee cooperates and shows an ability to interact with co-workers and superiors tactfully and professionally.
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			<b>Personal Characteristics:</b> Employee maintains a positive, professional appearance and approach to tasks while accepting guidance and suggestions.
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			<b>Attitude:</b> Employee portrays the attributes of a "team player." Exhibits a positive attitude towards citizens, administration, and co-workers.
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			<b>Attendance:</b> Employee is regularly in attendance, focusing on punctuality.
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			<b>Safety:</b> Employee follows safety rules and procedures maintaining clean work areas and taking responsibility for the safety of others.
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**Additional Comments / Suggestions:**

**\*\*\* ALL EMPLOYEES OF THE CITY OF GREER ARE EMPLOYEES "AT WILL" WHOSE EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE. ONLY THE CITY ADMINISTRATOR AND CITY COUNCIL HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT REGARDING LENGTH OF SERVICE OR GROUNDS FOR TERMINATION AND ANY SUCH AGREEMENT MUST BE IN WRITING AND SIGNED BY THE CITY ADMINISTRATOR.\*\*\***

**Signatures**

Employee	Date
Evaluator	Date
Supervisor	Date
Dept. Head	Date
Administrator	Date
H.R. Coordinator	Date

**RATINGS**

The following descriptions will help you in using the rating scale. The basis for performance ratings should be indicated in the comments section.	
Above Expectation	Indicates exceptional performance that consistently exceeds the quality and quantity requirements of the position. Very little, if any, supervision or guidance is required in completing daily activities and special tasks.
At Expectation	Indicates performance that consistently meets the requirements of the position. Works well with minimum supervision. Normally used to designate performance of high quality meeting the standards of the City of Greer.
Below Expectation	Indicates performance that requires improvement. If this category is used, there should be specific comments regarding the basis for determination and ways performance can be improved.
Not Applicable	If a section of this evaluation does not apply to the position held by an employee and you are unable to appraise the performance , fill the box with the statement, "Not Applicable".

**Additional Comments by Evaluator**

The additional comments section is intended for observations and recommendations not previously covered in the evaluation. Notes of exceptional performance or recommendations for improvement may be included in this space. Any recommendations that are included should be both detailed and directed specifically at the areas in which the staff member could improve their performance.

**Filing Rebuttal Comments**

Any and all significant disagreements with the contents of this form must be submitted in writing no greater than 10 days after the posted date of signature to be included in the personnel file.

# Supervisor Review Section

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Expectation			Category
Below	At	Above	
			<b>Planning and Organizing:</b> Supervisor sets goals, budgets resources, and follows through on objectives; while successfully managing both tangible and intangible resources.

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			<b>Decision Making and Controlling:</b> Supervisor solves department issues analytically, in an effective and efficient manner while taking into account the allocation of available resources.
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			<b>Managing and Developing Staff:</b> Supervisor cultivates employee's professional growth by assigning duties, training, both formal and informal, and providing the staff with constructive evaluation and feedback.
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# City of Greer Performance Evaluation

Evaluator:

Name:	Department: Parks and Recreation		
Position:	Review:	Introductory	Annual X
Start Date:	Date Prepared:		

## Instructions For Completing The Performance Evaluation

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			<b>Interpersonal Relationships:</b> Employee cooperates and shows an ability to interact with co-workers and superiors tactfully and professionally.

			<b>Personal Characteristics:</b> Employee maintains a positive, professional appearance and approach to tasks while accepting guidance and suggestions.

			<b>Attitude:</b> Employee portrays the attributes of a "team player." Exhibits a positive attitude towards citizens, administration, and co-workers.

			<b>Attendance:</b> Employee is regularly in attendance, focusing on punctuality.

			<b>Safety:</b> Employee follows safety rules and procedures maintaining clean work areas and taking responsibility for the safety of others.



# Supervisor Review Section

Name: \_\_\_\_\_

Date: 1-Feb-06

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			<b>Managing and Developing Staff:</b> Supervisor cultivates employee's professional growth by assigning duties, training, both formal and informal, and providing the staff with constructive evaluation and feedback.

