

GEORGETOWN CHARTER TOWNSHIP EMPLOYEE APPRAISAL

INSTRUCTIONS TO DEPARTMENT HEAD

Complete the evaluation of the employee. Meet with employee, review the appraisal, have employee appraise his/her own performance. Encourage comments. Obtain all signatures. One copy each for Director and the employee.

Employee Information

Employee Name

Position

Department Name

Appraising Supervisor

<i>GENERAL APPRAISAL OF PERFORMANCE</i>	<i>To be completed by Supervisor</i>				<i>To be completed by Employee</i>		
Complete items 1 through 11 for all employees and items 12 and 13 where applicable. Differences between ratings by employee and by supervisor must be discussed.	Exceeds Expectations	Meets Expectations	Needs Improvement	Insufficient opportunity to observe	Exceeds Expectations	Meets Expectations	Needs Improvement

1. **JOB KNOWLEDGE:** Consider overall knowledge of duties and responsibilities as required for current job or position.

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COMMENTS:

2. **PRODUCTIVITY:** amount of work generated and completed successfully as compared to amount of work expected for this job position.

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COMMENTS:

3. **QUALITY:** Rate correctness, completeness, accuracy, economy of work-overall quality.

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COMMENTS:

4. **INITIATIVE:** Self motivation- amount of direction required-seeks improved methods and techniques-consistence in trying to do better-seeks improved service to public.

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COMMENTS:

5. **USE OF TIME:** Uses available time wisely-accomplishes required work on or ahead of schedule.

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COMMENTS:

6. **DEPENDABLE :** Is dependable and assumes responsibility in making and carrying out decisions.

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COMMENTS:

7. **WORK HABITS:** Good attendance, very punctual to work-remains calm under stress.

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COMMENTS:

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8. PLANNING: Sets realistic objectives-anticipates and prepares for future requirements-establishes logical priorities.

COMMENTS:

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9. FOLLOW UP : Maintains control of workloads-allocates resources economically-insures that assignments are completed accurately and timely.

COMMENTS:

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10. HUMAN RELATIONS: Establishes and maintains cordial work climate-promotes harmony and enthusiasm-displays sincere interest in assisting other employees.

COMMENTS:

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11. COMMUNICATION EFFECTIVENESS: Interacts positively with patrons-responds to patrons needs-writes & relates messages clearly and promptly.

COMMENTS:

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12. LEADERSHIP: Sets high standards-provides good managerial example-encourages subordinates to perform efficiently.

COMMENTS:

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13. SUBORDINATE DEVELOPMENT: Helps subordinates plan career development-grooms potential replacements-gives guidance and counsel.

COMMENTS:

GENERAL APPRAISAL OF EXTERNAL FACTORS EFFECTING STAFF'S WORK (OPTIONAL)

A. WORK CONDITIONS Degree to which environmental and/or physical conditions effect work efficiency.

B. STAFF SUPPORT: Degree to which supervisor and other staff members effect productivity.

GREATLY	OCCASIONALLY	NEVER

() I concur with this appraisal.

() I do not concur with this appraisal.

Employee's Signature

Date

() I have personally discussed the contents of this document with the employee

Supervisor's Signature

Date