TOWN OF VIENNA, VIRGINIA
PERFORMANCE APPRAISAL FORM
RECREATION WORKER I VERSION

DETERMINATION OF ELIGIBILITY	
During the past year, this Individual worked at least 220 hours. ☐ yes ☐ no	
If yes, complete this evaluation form, discuss it with the employee and return it to the Administrative Services Office.	***If no,*** do not complete this form. Sign the last page as evaluator and return to the administrative Services Office.

EVALUATION AND CRITERIA

Using the following numerical scale, assign the appropriate value to the tasks listed below. Select the number which best reflects your appraisal of the instructor's performance and place it in the box.

5 - Outstanding
4 - Exceeds Expected Standards
3 - Meets Expected Standards
2 - Below Expected Standards
1 - Unsatisfactory

N/A - Not Applicable

Score	Activity
	Arrives to work on time and adheres to work or activity schedule.
	Wears and properly uses personal protection items.
	Wears appropriate apparel to work site.
	Works cooperatively with program participants, coworkers and supervisors.
	Safely uses hazardous materials and equipment.
	Follows instructions and produces anticipated results in assigned tasks.
	Is creative and resourceful in accomplishing tasks and responsibilities.
	Demonstrates initiative and willingness to accept responsibilities.
	Appropriately enforces regulations and rules plus uses good judgment in disciplining program participants.
	Takes care in the handling and use of equipment and reports repair requests promptly.
	Has the ability to complete work tasks independently and correctly.
	Other:

TOWN OF VIENNA, VIRGINIA
PERFORMANCE APPRAISAL FORM
RECREATION WORKER I VERSION

11	**CORE VALUES:** Assign a numeric to each box, then list examples or actions that demonstrate how the employee embodies each core value. Complete all sections.
	Integrity: Employee's actions are guided by ethical and honest conduct
	Customer: Employee is responsive and service-oriented to meet customer needs.
	Valuing Employees: Treats all employees as our most valuable resource.
	Organizational Excellence: The employee delivers value and exceeds expectations.
	Communications: Employee creates an environment that fosters dialogue.
	Accountability: Employee is accountable for their actions.

CALCULATION OF RATING		
A.	Total Scores	
B.	Number of Categories Reviewed	
C.	Rating Determination (A/B)	

PERFORMANCE EVALUATION		
	4.5 - 5.00	**Outstanding:** Exemplary Overall Performance
	3.5 - 4.49	**Exceeds Standards:** Performance exceeds standards in nearly every area
	2.5 - 3.49	**Meets Standards:** Generally meets all the requirements and standards of the position
	1.5 - 2.49	**Below Standards:** Performance that falls short of standards
	0.0 - 1.49	**Unsatisfactory:** Unacceptable performance

TOWN OF VIENNA, VIRGINIA
PERFORMANCE APPRAISAL FORM
RECREATION WORKER I VERSION

RECOMMENDATION			
☐	Award Anniversary Increase, Half Step	☐	Terminate/ Do Not Rehire
☐	Delay Anniversary Increase, reevaluate in ____ days	☐	Other:

COMMENTS	
Professional Strengths: *Areas of excellence or extraordinary contributions*.	
Developmental Activities: *Actions to further develop the employee's capabilities and promotional opportunities.*	
Remedial Activities: *Actions required to improve performance evaluated below satisfactory*.	

ACKNOWLEDGMENTS		
Signature of Evaluator		Date:
Comments of Reviewer		
Signature of Reviewer		Date:
Comments of Employee		
Signature of Employee*		Date:

**Signature only denotes that appraisal was discussed with employee.*

Copy given to Employee on: *(Date)*	By: (*Signature)*

Revised June 2008