



EMPLOYEE PERFORMANCE EVALUATION

Mission Statement

The Town of Vienna strives to employ people with the highest level of moral integrity and strong work habits. We believe in hiring and retaining quality people who strive for excellence. We are committed to providing the highest possible level of professional service to the citizens of the Town of Vienna.

Part 1: EMPLOYEE INFORMATION

Employee Name:	Department:
Job Title:	Date of Hire (Permanent F/T or P/T):
Evaluation Period: From: _____ To: _____ (date) (date)	Supervisor/Evaluator Name:
	Reviewer Name:

Part 2: TYPE OF EVALUATION (check one)

<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Probationary	<input type="checkbox"/> Other*
Review to be conducted annually during fiscal year evaluations.	Review to be conducted semi-annually during evaluation year.	Evaluation required to be conducted before 12 months after hire, promotion, or transfer.	Review to be conducted when an employee's performance Does Not Meet Expectations.

*Explain: _____

Part 3: FINAL RESULTS (check one)

<input type="checkbox"/> Employee - 6A	<input type="checkbox"/> Supervisor - 6A, 6B	<input type="checkbox"/> Manager/Supervisor of Supervisors - 6A, 6B, 6C
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Total Point Score*		Award Increase: <input type="checkbox"/> Yes <input type="checkbox"/> No (Justification) <input type="checkbox"/> N/A
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*Sum of total number of points awarded ÷ total number of categories rated.

SIGNATURES

Employee Acknowledgement:

My signature indicates that this review has been discussed with me. It does not indicate that I agree or disagree. I have been given the opportunity to write my comments on the following page.

Employee: _____ Date: _____

Supervisor/Evaluator: _____ Date: _____

Reviewer: _____ Date: _____

Department Director: _____ Date: _____

Town Manager (for Senior Leaders): _____ Date: _____

Part 4: GOALS – DEVELOPMENT – VALUE ADDED

<p><u>Previous</u> Period Goals/Actions Steps:</p>	<p><u>Status/Outcome/Comments:</u></p>
<p><u>Next</u> Period Goals:</p>	<p>Action Steps:</p>

PERSONAL DEVELOPMENT

Areas for Career Enhancement	Recommended Action	Target Date

VALUE ADDED: Accomplishments – Recognitions/Awards during Year

TOWN VALUES: Demonstrated *The Vienna Way* values in all efforts. Add comments/examples:

ethics ♦ professionalism ♦ excellence ♦ compassion ♦ respect

Consistently
 Sometimes
 Other (Explain)

Part 6: PERFORMANCE RATINGS - A

Summarize accomplishments over look-back period. Additional summary or comments may be attached as needed. Refer to “General Job Competencies Levels” for Comments box.

<p style="text-align: center;">Part 6A: All employees</p>	<p style="text-align: center;">Comments Required for Rating of L1, L2 or L4, L5 (Recommended for L3)</p>
<p>Job Knowledge & Application Applied best current practices, knowledge, skills, and abilities to accomplish individual and/or work group objectives. Utilized Town resources effectively and appropriately. Adhered to standard safety practices and procedures.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Tools & Technology Applied and optimized most appropriate trade and/or professional tools and/or technology.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Quality & Consistency of Work Accomplishments Worked hard every day. Produced good quality and accurate work relevant to individual and/or work group objectives consistently.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Service & Communications Provided effective internal and/or external customer service and partnerships; communicated and collaborated with coworkers, supervisors, subordinates, and/or citizens. Fostered commitment and team spirit. Demonstrated positive and professional demeanor. Resolved conflicts and disagreements constructively.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Reliability & Independence Was dependable, trustworthy, and accountable for accomplishing work objectives with minimum supervision. Was recognized by work group as contributing to its success. Was at work, ready to work, and effectively working, when supposed to, doing his or her best, as required of the job.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Innovation, Motivation, & Initiative Demonstrated initiative in meeting work objectives; took on new responsibilities as necessary; willing to make changes that improve quality, speed, and cost effectiveness of service. Served as a role model in applying best practices within the department and/or work team.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	

Part 6: PERFORMANCE RATINGS – B

Parts A & B are to be completed for first-line supervisors. Summarize accomplishments over look-back period. Additional summary or comments may be attached as needed.

<p style="text-align: center;">Part 6B: First-line Supervisors</p>	<p style="text-align: center;">Comments Required for Rating of L1, L2 or L4, L5 (Recommended for L3)</p>
<p>Program Management Accomplished department/division objectives; demonstrated initiative and a willingness to make & support organizational changes that improve the quality effectiveness of the program.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Team Building Mentored, coached, and motivated employees. Encouraged and facilitated collaboration, pride, trust, and team identity; fostered individual team member empowerment and team spirit; worked well across work groups, divisions, and departments, as appropriate to achieve goals.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Negotiating/ Conflict Management Obtained information, gained cooperation, and persuaded others when necessary to accomplish goals; made unbiased agreement with others in the best interests of the Town; built consensus; managed and resolved conflicts and disagreements in a positive and constructive manner.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Work Team Management Demonstrated competence in selection, assignment, and evaluation of team members; promoted good employee retention; developed employee capabilities; recognized achievements; held self and others accountable to team and Town objectives; provided appropriate levels of counseling and discipline in support of the greater good.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Asset Resource Management Selected and used Town assets (time, equipment, financial resources, supplies, etc.) in a cost-effective and responsible manner.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	

Part 6: PERFORMANCE EVALUATION - C

Parts A, B, & C are to be completed for those who supervise supervisors; for deputy/assistant directors; department heads. Summarize accomplishments over look-back period. Additional summary or comments may be attached as needed.

<p>Parts 6A, B, & C: Supervisors of supervisors; deputy/assistant directors; department heads.</p>	<p>Comments Required for Rating of L1, L2 or L4, L5 (Recommended L3)</p>
<p>Accomplishes Goals and Objectives Achieved the goals and objectives of assigned Department or Work Unit and of the Town, in accordance with the <i>Vienna Way</i> values and leadership philosophies.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Vision and Strategic Planning With a vision toward excellence, coordinated design and development of work objectives and strategies; monitored and evaluated programs; analyzed and synthesized data; anticipated potential problems, opportunities and aspirations; managed and stimulated organizational change to support a high performing organization.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Budget/Financial Management Prepared, justified, and administered budget(s) for program areas; planned, administered and monitored expenditures to ensure cost-effective support of programs and policies; used financial resources judiciously. Applied legal and procedural rules of government finance standards.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Technology Management Incorporated authorized technology into the workplace; developed strategies using new technology to improve program effectiveness in conformance with best industry practices. Insured team members were adequately trained.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	
<p>Leadership/ Image Facilitated and collaborated effectively. Served as a leader and role model to others in the organization; promoted high standards of ethical behavior; represented the Town of Vienna in a professional manner, successfully communicating its policies, programs, and objectives in a wide variety of settings.</p> <p><input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5</p>	

Appendix A

PERFORMANCE EVALUATION INSTRUCTIONS

Standard Review Process:

Complete this form at the six-month mark as well as the annual evaluation requirement. Completion at the six-month mark is not made a part of the employee official record, but is maintained in the supervisor's file, with a copy to the employee. The mid-point evaluation serves to (a) keep communications open between supervisor and employee; (b) give an opportunity to the employee to improve in areas that may be deficient; and (c) insure there are few if any surprises at the one-year evaluation.

Steps to guide you through the performance evaluation process:

STEP 1

- (Optional) Provide each employee with a blank Performance Evaluation form for a self-assessment.
- Meet with your department cohort team to discuss what each competency level means to the team. This helps to insure equity across the team of Evaluators.
- Review **Administrative Regulation 2.16, Performance Management Program & Evaluations**.
- Review **A Guide to Completing Employee Performance Evaluations**. Follow the guidelines.
- Review the employee's **job description and/or job duties** to be sure you both agree on what the job responsibilities are.

STEP 2

Rate the employee on each of the factors listed based on the job requirements and based on the expectations of performance identified for the employee as work is assigned throughout the performance period. (**Note:** A rating of L3 is fully acceptable for an employee who has **consistently met expectations** during the evaluation year. Any higher rating requires justification for added value.)

STEP 3

Identify areas of improvement; either to meet or exceed expectations (in each rated criterion) and list specific steps (including on-the-job or formal training) the employee can take to improve his/her performance rating.

STEP 4

Appraise the performance of this employee on those factors contained in this form for the entire period under review (not what they have done or not done in past years, or most recently). Be objective and do not let your appraisal of one factor influence your appraisal of another. Each factor to be evaluated has five levels of achievement by which it may be measured. Each level is defined with examples of performance, which may be accepted as characteristic of that level. Use the *General Job Competencies* for examples of performance by level. If the employee's job performance or level of achievement generally corresponds to the example cited, mark that particular box – justify as necessary. Be specific about how the employee may improve areas of performance and behaviors.

STEP 5

Review your draft evaluation with your immediate supervisor (Reviewer) before you meet with the employee.

STEP 6

Meet and discuss the self-evaluation (if applicable) and your final evaluation with the employee. (Follow guidelines provided in Guide.) Seek constructive feedback from the employee about your own performance as a supervisor.