

**City of Kenmare**  
**Employee Evaluation Form**

Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Probationary \_\_\_\_\_ Annual \_\_\_\_\_ Disciplinary \_\_\_\_\_

The Employee Evaluation Form is an evaluation tool for the supervisor and employee to assess and discuss job performance. The focus of the performance review process is to establish a mutual understanding between the supervisor and the employee on the requirements for effective job performance.

Supervisors will evaluate each employee at the end of the probationary period and annually.

Both employee and supervisor must review the current job description and jointly develop any additional performance factors, based on the job description or specific duty assignments, and include these on the evaluation form.

The employee and supervisor meet to conduct the performance interview, enter the required signatures, and send signed form(s) with the current job description to the City Auditor to be updated and filed in employee file.

Please enter the number on each scale that best approximates the employee's performance for the period indicated above. **1-Does Not Meet, 2-Needs Improvement, 3-Meets, 4-Above Average, 5-Greatly Exceeds**

1. \_\_\_\_\_ Job Knowledge: Assess understanding of job and demonstrate skill level to do job effectively.
2. \_\_\_\_\_ Organization: Assess coordination and arrangement of work for effective completion.
3. \_\_\_\_\_ Attendance: Assess work attendance record (use of leave time, reporting and leaving work).
4. \_\_\_\_\_ Safety: Assess effectiveness of safety behavior and observance of safety rules.
5. \_\_\_\_\_ Cooperation with Co-Workers: Assess effectiveness of cooperativeness and teamwork.
6. \_\_\_\_\_ Responsibility: Assess accountability assumed for effective job completion (accuracy, timeliness and implementation).
7. \_\_\_\_\_ Acceptance of Supervision and Organizational Procedure: Assess observance of work directions/instructions, procedures, work rules and policies.
8. \_\_\_\_\_ Judgement and Comprehension: Assess understanding and resolution of work problems and decisions (practical and common sense).
9. \_\_\_\_\_ Work Habits: Assess ability to resolve problems, complete projects in a timely manner, how to properly use equipment and willingness to learn.
10. \_\_\_\_\_ Communication Skills: Assess effectively and clearly present and express information orally, in written format and to clarify information as needed.
11. \_\_\_\_\_ Positive Attitude: Assess the ability to work with others regardless of position, build positive working relationships and makes positive contributions to morale.

Supervisor's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Action to Be Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_