



HUMAN RESOURCES

EMPLOYEE PERFORMANCE SELF-ASSESSMENT AND MANAGER REVIEW FORM

Employee Name:

Reason for Evaluation:

Job Title:

Department:

Supervisor Name:

Supervisor Title:

Director Name:

Date of Last Review Discussion:

Review Period Start Date:

Review Period End Date:

For detailed instructions and rating scale see 'Employee Performance Self-Assessment and Manager Review Form Instructions' document.

Section I: EMPLOYEE PERFORMANCE SELF-ASSESSMENT

Overall Summary of Performance: A look back as a guide for looking forward (*What have I done well and how can I be more successful?*)

In this section describe how you consistently demonstrated the City's Leadership practices and performed your job at or above what was expected of you throughout the period review period.

In this section describe any areas of the City's Leadership practices and your job performance where you can be more successful now and in the future.



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Focus/Goals and Development: Looking forward (*What can I do to help the team and grow and develop my skills?*)

In this section describe what you want to do to further develop your skills and grow and contribute to the City. Please also describe how your immediate supervisor/manager or others in the City can help you achieve your aspirations, goals or objectives.

Self-Assessment Rating (*Which rating best describes my overall performance?*) *See Performance Rating Scale in the Instructions*

Supervisor/Manager/Director Feedback: Looking forward (*What does my leader do well in leading our team, and what can my leader do to help the team improve its performance?*)

In this section describe any feedback you have for your supervisor/manager and director in demonstrating the City's Leadership Practices. Describe what each individual does well and what, if any, improvement may be needed.

Section II: MANAGER REVIEW

Overall Summary of Performance: A look back as a guide for looking forward (*What has the employee done well and how can they improve to be more successful?*)

In this section describe how you experienced and observed the employee consistently demonstrating the City's Leadership Practices and performing well during the performance review period.

In this section describe any areas of the City's Leadership Practices and job performance you have experienced or observed where there is opportunity for greater success.

Focus/Goals for Next Review Period: Looking forward (*What can the employee do to help the team?*)

In this section include job focus/goals ("the what") for the next review period (i.e. quarterly, annually etc.). When completing this section consider how the employee can help your Division/Department/City become more efficient (i.e. doing things right) and effective (i.e. doing the right things).

Development: Looking forward (*What can the employee do to grow and develop professionally?*)

In this section include 1 – 2 areas where the employee can further develop their skills: position/job related and behavioral. This section can also include professional development opportunities, such as training and education, mentoring, achieving certifications, etc.

Overall Rating (*Which rating best describes the employee's overall performance?*)

Employee Acknowledgment

I have been given the opportunity to submit a self-assessment, received and reviewed a copy of this evaluation, and had the opportunity to discuss it with my supervisor. My signature does not constitute agreement with the evaluation but represents acknowledgment of receipt. I understand I may provide a written response to be attached to this evaluation within 10 business days and acknowledge that my response must be signed and dated.

Employee Signature

Date

Supervisor Signature

Date

Department Director Signature

Date