



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.*

**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**