

Town of Rehoboth Personnel Policy Manual

EMPLOYEE PERFORMANCE REVIEW FORM

Employee Name: _____

For Period, from: _____ to: _____

Job Title: _____

Department: _____

Supervisor: _____

Check One: Employee Self-Evaluation Supervisor's Evaluation

This form is to be filled out by the employee and the supervisor. Employee performance is rated in three general categories critical to satisfactory performance in all jobs: job knowledge, performance of duties, and ability to work with co-workers and the public. Employee performance is also rated for categories that are considered critical and specific to this particular job. The supervisor determines these categories by referring to the job description.

All performance ratings must include a discussion as well as a numerical score. If more space is needed, expand the space provided if using software, or add additional sheets.

Numerical Rating Key:

- 1 **Unacceptable.** Immediate and sustained improvement is required. This rating must be accompanied by a detailed explanation.
- 2 **Improvement Needed.** Performance does not consistently meet the essential job standards and expectations of the position, or is only marginally acceptable. Development, coaching or training is needed to reach full effectiveness. The comments should give specifics.
- 3 **Meets Expectations.** Consistently meets the established job standards and performance expectations. The results consistently achieved are those the Town would expect of employees at this position level.
- 4 **Exceeds Expectations.** Consistently exceeds the job standards and performance expectations. The employee is performing at a level well beyond what is normally expected of the majority of employees with similar duties. The comments should give specifics.

The following section is to be used to evaluate the three main performance categories.

Job knowledge

Comment on employee's job knowledge.

Numerical Rating: _____

Performance of Duties

Comment on employee's performance of duties.

Numerical Rating: _____

Ability to work with co-workers and the public

Comment on employee's ability to work with co-workers and the public.

Numerical Rating: _____

The following sections are used to evaluate position-specific performance not addressed in the previous sections. Space for additional categories can be added as needed.

Category (Supervisor to identify): _____
Comment on this category. Numerical Rating: _____

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Comment on this category. Numerical Rating: _____

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Comment on this category. Numerical Rating: _____

The following sections describe accomplishments, evaluate old goals, establish new goals, and can incorporate additional considerations.

Accomplishments:

(Describe accomplishments and achievements for the current review period.)

Results for Goals Established in the Previous Review Period:

(Describe level of completion, timeliness, and quality of work)

1)

2)

3)

Goals for the Next Review Period:

(Goals should be specific, achievable, and measurable including completion dates. A goal can include a description of how the employee can develop skills and competencies to facilitate advancement.)

1)

2)

3)

Additional Topics for Discussion:

(This is optional and can be brought up by either the employee or supervisor)

1)

2)

3)

Form Name
Policy
Section(s) of Policy

Town of Rehoboth Performance Review Form
Policy Number 22 — Performance Evaluation
22.3 Procedure (and following sections)

Job Description: Is your current job description accurate? Yes _____ No _____.
If “No,” please provide details.

Employee Comments on the Review Meeting:

Supervisor’s Response to any issues brought up by the employee:

Employee’s signature: _____

Date: _____

Reviewer’s signature: _____

Date: _____

Department Head’s signature: _____

Date: _____