

TOWN OF CHATHAM
Employee Performance Review

Employee Name: _____
(Last, First, MI)

Department Name: _____ **Job Title:** _____

Performance Review Period From: _____ **to** _____

<p>Overall Rating:</p> <p>___ Good</p> <p>___ Satisfactory</p> <p>___ Below Average</p>	<p>Review Type:</p> <p>___ 6 Month Probationary</p> <p>___ Annual</p> <p>___ Other _____</p>
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RATING DEFINITIONS

Good: Employee's work meets all of the performance requirements, and in some areas, the employee's performance is superior.

Satisfactory: Employee's work meets minimum performance requirements. If the employee is below average in one or more aspects, this is balanced by an above average or average performance overall.

Below Average -Employee's work meets some of the minimum performance requirements, but the employee must improve.

Ratings: Rate the employee on the factors listed below

(*Note:* Write N/A if the criteria is not applicable, or it is too soon to rate employee on the criteria)

Performance Criteria	Good	Satisfactory	Below Average	Comments
Attendance/Punctuality- Maintains an acceptable attendance record; works as scheduled.				
Personal- Individual attributes employee brings to the position and how these attributes effect working relationships. (Appearance, attendance, relations with others).				
Public Relations/Communication - Is able to deal with the public and other employees in a relaxed, friendly manner. Accurately assesses a situation and acts to avoid confrontations. Treats others with courtesy and respect. Handles conflict situations calmly and constructively.				
Work Habits- Demonstrates commitment, dedication, cooperation, and positive behavior; complies with rules and policies; considers safety of self and others while working.				
Adaptability- Adjusts to changing situations, learns new and different tasks, responds appropriately to suggestions for work improvement.				
Creativity- Offers innovative ideas that contribute to meeting assignment objectives and departmental goals				
Initiative/Problem Solving/Decision Making- Performs with minimal supervision, volunteers to complete special projects, acts promptly, seeks solutions to resolve unexpected problems that arise on the job, makes practical, routine decisions.				
Skills/Abilities- Knowledge of job, (what is required of the position), and knowledge of the professional, technical, mechanical and operational skills to get the job done. Stays abreast of new approaches and changes in the field. Possession of the necessary manual and physical skills. Contributes to job development.				
Work Quality/Productivity- Completes duties as specified in the job description and other special assignments thoroughly and accurately. Performs as efficiently as possible without jeopardizing quality; strives to increase productivity, while maintaining a high level of quality.				

Comment on overall employee performance:

Special Accomplishments: *(Optional)*

Describe any accomplishments or special achievements that had significant impact on the department or Town

Recommendations to Enhance Employee Performance:

Describe the specific areas in which the employee needs to improve. Also describe the specific actions that will be taken by the supervisor and the employee to strengthen these areas, any training required, and the deadline for which improvements are expected.

Recommendations should become a goal or project for the next review period.

Employee Comments: *(Optional)*

Required Signatures:

Employee: _____ **Date:** _____
(Signature does not necessarily signify agreement)

Supervisor/Reviewer: _____ **Date:** _____

Department Head: _____ **Date:** _____

Town Manager Approval: _____ **Date:** _____