

**TOWN OF CHATHAM
CHATHAM MUNICIPAL EMPLOYEES ASSOCIATION**

Supervisory Employee Performance Evaluation

Management Employee Name: _____

Department Name: _____

Job Title: _____

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

<u>Overall Rating of Employee:</u>	<u>Review Type:</u>
___ Consistently Above Satisfactory	___ Probationary Period
___ Often Above Satisfactory	___ Annual
___ Satisfactory	___ Other _____
___ Occasionally Below Satisfactory	
___ Consistently Below Satisfactory	

RATING SCALE DEFINITIONS:

Consistently Above Satisfactory: Employee's performance meets all of the performance requirements, and in most categories, the employee's performance is above satisfactory. Overall, the employee exhibits superior performance.

Often Above Satisfactory: Employee's performance meets minimum performance requirements and in some categories, the employee's performance is above satisfactory. The employee has no categories of below satisfactory.

Satisfactory: Employee meets the minimum performance requirements in all areas. Some performance criteria may be below satisfactory, but that may be able to be off-set with equal categories of above satisfactory as long as there are indications of future improvement.

Occasionally Below Satisfactory: Employee's performance meets most of the minimum performance requirements, but the employee has one or more areas that need to improve.

Consistently Below Satisfactory: Employee does not meet the minimum performance requirements and consistently exhibits performance in rating categories that are below satisfactory. Overall, the performance of the employee is unacceptable in performing the job requirements.

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)

Supervisory Performance Evaluation Categories	Consistently Above Satisfactory	Often Above Satisfactory	Satisfactory	Occasionally Below Satisfactory	Consistently Below Satisfactory
Providing Direction – Provides clear and appropriate instructions and direction to subordinates; takes corrective action in a fair and constructive manner; clearly communicates expectations, standards and goals to subordinates.					
Coaching/Development Skills – Utilizes opportunities to instruct subordinates toward improved conduct, performance and knowledge; makes optimal use of the employee performance evaluation tool to work directly with subordinates to correct employee deficiencies and note accomplishments.					
Organizational Goals – Demonstrates and succeeds in applying the goals, objectives and values of the organization toward results;					
Leading Change – Identifies the need for and implements improvements and efficiencies effectively. Carries out new direction, goals and objectives positively and effectively.					
Collaboration – Creates an environment of working together with stakeholders to achieve the desired goals and objectives; helps foster a positive working environment.					
Teamwork – Creates a climate of positive morale and pride in the organization; seeks to assist other stakeholders; creates a positive and productive environment with internal and external stakeholders to accomplish tasks and goals.					
Talent Development – Seeks to attract, retain and develop talented personnel to meet the organizational goals and objectives.					
Professionalism – Ensures appropriate appearance, attitude and respect for others; develops positive relations with others; exercises patience and poise in routine and stressful situations; complies with applicable regulations, policies and goals.					
Customer Service – Creates a relaxed, friendly, and courteous manner while dealing with stakeholders. Provides appropriate level of services, helpfulness, and assistance to stakeholders; promotes sensitivity and importance toward stakeholders and their problems; performance is consistent with department customer service statement.					

Supervisory Performance Evaluation Categories	Consistently Above Satisfactory	Often Above Satisfactory	Satisfactory	Occasionally Below Satisfactory	Consistently Below Satisfactory
Adaptability- Adjusts to changing situations, conditions, goals and demands quickly and effectively; learns new and different tasks; responds positively to suggestions for work improvement and new direction.					
Creativity- Offers and encourages innovative ideas that contribute to completing assignments, objectives and departmental goals, or to improving efficiencies.					
Competency/Knowledge - Demonstrates the knowledge and application of it to manage the required duties and responsibilities of the position.					
Dependability – Demonstrates thoroughness and reliability in completing assignments and accomplishing goals and objectives; follows through on direction in a proper and timely manner.					
Problem Solving – Works with stakeholders and co-workers to reduce or solve issues and problems; properly settles conflicts and disputes before they rise to a higher level; encourages the practice of problem solving methods.					
Judgment/Decision Making – Demonstrates the ability to use proper reasoning to make appropriate and practical decisions; uses proper level of discretion in taking actions; properly prioritizes service demand.					
Integrity - Ensures that employees are performing duties and responsibilities in a trustworthy, honest and sincere manner; ensures that proper ethics are being complied with.					
Self-Improvement – Seeks to improve job performance and job knowledge; seeks out input and advice from supervisory and management personnel on ways to improve job performance; contributes to job development; stays abreast of new approaches and changes in the profession.					
Inclusiveness – Creates an environment where different perspectives, diversity of ideas and backgrounds are respected and valued.					
Results Orientation – Encourages and achieves positive results by progressing and accomplishing goals and objectives of the department and the overall Town organization.					
Accountability - Ensures urgency, adherence and ownership in achieving high standards of performance and service in employees' work product, behaviors and service. Takes immediate and appropriate corrective action when required.					
Attendance/Punctuality – Demonstrates and requires adherence to work start and ending times and work schedules. Does not abuse sick time.					

Comment Sheet: Provide applicable comments on the performance criteria. All ratings that are not "Satisfactory" require a comment. Use additional sheets if needed.

Accomplishments: Describe accomplishments, special achievements, goals or projects that had a positive 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 may become a goal or project for the next review period.*

Employee Comments: *(Optional)*

Required Signatures:

Department Head Review: _____ **Date:** _____

Town Manager Review: _____ **Date:** _____

Employee: _____ **Date:** _____

(Signature does not necessarily signify agreement)