



# CITY AND BOROUGH OF SITKA

## PERFORMANCE APPRAISAL AND DEVELOPMENT FORM

<b>Employee Name:</b>	<b>Position:</b>
<b>Department:</b>	<b>Supervisor:</b>
<b>Hire Date:</b>	<b>Review Date:</b>
<b>Review Period:</b>	

### Reason for Review:

- End of Probationary Period
- Annual
- Other \_\_\_\_\_

### Instructions:

This is a written evaluation of employee performance for discussion and review. Employees will have the opportunity to respond in writing. Performance appraisals are an opportunity to discuss goals, objectives and concerns.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

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The following sections are used to review an employee's performance. The ratings indicate employees have desirable work behaviors that contribute to achieving job-related results. For an overall rating to be given that is other than outstanding or satisfactory, an employee must have been notified in writing of unsatisfactory work or behavior at least 30 days in advance of the unsatisfactory rating. This is excepting unusual circumstances as determined by the Administrator.

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**Job Knowledge:** Regarding the employee's technical understanding of the job, the command of and the breadth of knowledge required to fully perform all aspects of the job.

- Outstanding
- Above Satisfactory
- Satisfactory
- Below Satisfactory
- Not meeting job expectations.

Comments (Mandatory if employee is not meeting job expectations):

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**Quality of Work:** Accuracy, thoroughness, neatness and related characteristics of work results produced.

- Outstanding
- Above Satisfactory
- Satisfactory
- Below Satisfactory
- Not meeting job expectations.

Comments (Mandatory if employee is not meeting job expectations):

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**Work Output:** Volume of work consistently completed in relation to the volume required for full proficient performance of the job and for the department to achieve its goals. This factor measures the amount of work completed relative to others in similar situations as well as the time to completion and compliance with deadlines.

- Outstanding
- Above Satisfactory
- Satisfactory
- Below Satisfactory
- Not meeting job expectations.

Comments (Mandatory if employee is not meeting job expectations):

**Attitudes and Relationships:** This factor considers the employee's attitude toward work associates, the City, public service in general, and the effect their actions have on others. It also considers the employee's willingness and consistency in work for and with others, contributing to work group harmony.

- Outstanding
- Above Satisfactory
- Satisfactory
- Below Satisfactory
- Not meeting job expectations.

Comments (Mandatory if employee is not meeting job expectations):

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**Initiative and Reliability:** This factor records the accountability assumed by employees for their own actions. It also considers the employee's original thinking in the job to find new ways of doing jobs, solve problems, and to make suggestions for improvements.

- Outstanding
- Above Satisfactory
- Satisfactory
- Below Satisfactory
- Not meeting job expectations.

Comments (Mandatory if employee is not meeting job expectations):

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**Job Planning, Leadership of Others:** For lead persons and working supervisors. It considers the employee's ability and success in planning and organizing work, inspiring others to perform work, and developing the abilities of others.

- Outstanding
- Above Satisfactory
- Satisfactory
- Below Satisfactory
- Not meeting job expectations.

Comments (Mandatory if employee is not meeting job expectations):

**Accomplishment of Goals:** Review previous evaluation and determine extent to which goals were accomplished. Review with employee and update goals for next period.

- Outstanding
- Above Satisfactory
- Satisfactory
- Below Satisfactory
- Not meeting job expectations.

Comments:

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**Future Goals and New Objectives**

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Objective 1:

Measure(s):

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Objective 2:

Measure(s):

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Objective 3:

Measure(s):

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**Additional observations/comments on performance, in general:**

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**Overall Rating:**

- Outstanding
- Above Satisfactory
- Satisfactory
- Below Satisfactory
- Not meeting job expectations.

**Supplement** (if applicable): The evaluation form is not intended to limit factors that need evaluation. Please feel free to attach supplements as necessary to identify problems, achievements or goals.

**Summary and Overall Rating:** The overall performance rating takes into consideration the evaluations above.

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THIS EVALUATION IS REQUIRED TO BE USED BY ALL DEPARTMENTS. HOWEVER, DEPARTMENTS MAY HAVE THE NEED OR DESIRE TO SUPPLEMENT THIS FORM WITH ADDITIONAL FORMS OR COMMENTS.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Employee's Comments: (Additional pages may be attached as necessary.)

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\_\_\_\_\_  
\_\_\_\_\_  
Signing this document only acknowledges receipt of the evaluation, NOT agreement with its content.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date