

# CITY OF CHICO EMPLOYEE PERFORMANCE REPORT

Return to the Human Resources Office Before: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Title/Dept: \_\_\_\_\_

Rating Period: \_\_\_\_\_ to \_\_\_\_\_ Hire/Promo Date: \_\_\_\_\_ Anniv. Date: \_\_\_\_\_

Evaluation Type:  Annual  Probationary ( ) Months  Final Probationary  Special (includes Hrly – Exempt)

Present Step/Rate: \_\_\_\_\_ / \$ Scheduled:  Yes\* \_\_\_\_\_ / \$  No \* A transaction must accompany evaluation scheduled for a step increase

**\*\*FIRE PERSONNEL:** Step increase to "F" would require 2 years at "E", and overall "Exceeds Job Requirements" rating OR completion of State Fire Officer Certification coursework.

Rate employee carefully relative to elements listed below. After you have completed Section I, rate any employee who acts in a supervisory capacity in Section II. For supervisory employees, rate only those elements which relate to the position. Complete Section III, elements A, B, C, and D for ALL employees. The summary section must be consistent with overall ratings in Sections I, II, and III. Since certain elements may be more important in overall duties in job performance, Section I and II may not reflect summary rating. Definition of rating scale is on page 3. Upon completion of Sections I, II, and III, read carefully and follow instructions in Section IV.

## SECTION I

Exceeds Job Requirements	Fulfills Job Requirements	Improvement Needed	QUALITY/QUANTITY OF WORK	<p><u>Quality of Work:</u> Consider the extent to which completed work is accurate, neat, well organized, thorough, and effective.</p> <p><u>Quantity of Work:</u> Consider the extent to which amount of work produced meets objectives and compares with job standards.</p>
			ACCURACY	Ability of employee to complete assigned work with minimum error.
			PROMPTNESS	Ability of employee to meet necessary deadlines and work completion schedules.
			PLANNING AND ORGANIZATION	Ability of employee to complete assigned work in a logical manner and to make best use of available time and resources.
			NEATNESS; THOROUGHNESS	Ability of employee to complete assigned work in a neat manner, and ability to finish assignment to fullest extent.
			ACCEPTS FLEXIBILITY IN WORK PLACE	Willingness to apply new work routines to work assignments. Ability to adapt to new or unusual situations.

WORK HABITS				
			ATTENDANCE	Consider effective organization of time, tools, personal safety, and employee display of initiative.
			COMPLIANCE WITH RULES	Consistency in reporting for work; absent only when justified by illness or emergency conditions; prompt notice to Department.
			INITIATIVE	Consistency in following the employee policies and procedures as set forth by the City of Chico.
			EQUIPMENT USAGE/CARE	Enthusiasm for assigned work and for improving performance and abilities.
			SAFETY PRACTICES	Ability to operate, maintain, and properly care for equipment.
			PUNCTUALITY	Consistent with normal requirements of job; ability to perform work in a safe manner.
			* PERFORMANCE UNDER EMERGENCY OR UNUSUAL CONDITIONS	Consistency in reporting to work at scheduled time and commencing work activities on time.
				No serious deviations from expected performance under emergency, unusual, or extreme conditions. <b>* Public Safety Employees only.</b>

WORKING RELATIONSHIPS				
			CO-WORKERS	Consider the extent to which employee recognizes needs and desires of others, treats others with respect and courtesy, and inspires confidence.
			PUBLIC CONTACT	Ability to maintain courteous and professional relationship with co-workers.
			ACCEPTS RESPONSIBILITY/ DIRECTION FROM SUPV	Ability to maintain courteous and professional relationship with citizens, whether under pleasant or unpleasant circumstances. (To be rated only if applicable to requirements of individual employee's job.)
				Willingness to accept assignments; acceptance of mistakes/errors made. Willingness to follow verbal/written instructions.

## SECTION II

LEADERSHIP/SUPERVISORY			RATE ONLY SUPERVISORY EMPLOYEES	
			PRODUCTION/MANAGEMENT OF OTHERS	Ability to efficiently plan, organize, and direct work of others so as to minimize conflict and confusion among employees and other supervisors, and stimulate employees' productive capacities.
			DEVELOPMENT/TRAINING OF SUBORDINATES	Freedom from prejudice and bias in relations with and judgement of employees. Ability to train employees in skills required to perform their assigned work.
			DISCIPLINE & MORALE	Ability to maintain orderly relationships with and between employees. Ability to stimulate positive morale in employees.
			DECISION MAKING	Ability to reach sound conclusions after consideration of elements involved.
			OPERATIONAL ECONOMY	Ability to accomplish assigned tasks at a minimum cost and instill the idea of economy in employees.

Initials: \_\_\_\_\_ Employee \_\_\_\_\_ Rater \_\_\_\_\_ Department Head \_\_\_\_\_ HR/R Director

Employee Name: \_\_\_\_\_

Rating Period: \_\_\_\_\_ to \_\_\_\_\_

Employee and supervisor complete areas A, B, and C. Supervisor completes area D. Employee completes area E. Attach extra pages for A, B, C, D, and E if necessary.

**A. Duties, Strengths, and Areas to Improve**

Briefly list employee's main responsibilities/duties during this rating period.	
Employee strengths demonstrated during evaluation period (i.e. outstanding incident, response to emergency or unusual conditions, meritorious performance, commendations).	
What would improve current performance?	

**B. Prior Rating Period Objectives**

Review of achievement of goal(s) or objectives established last year.	
State objectives established.	
How did employee achieve these objectives? Be sure to state any mitigating circumstances or reasons why these goals may not have been met.	
List any training, workshops, conferences, seminars, etc. attended during this evaluation period.	

**C. Next Rating Period**

What are employee's objectives and/or career interests for next evaluation period? (Objective should be measurable.)	
What steps should employee take to develop these objectives/career interests?	

**D. Rater's Comments**

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**E. Employee's Comments (Employee may submit written comments to the Director of HR/RM within 10 working days)**

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Initials: \_\_\_\_\_ Employee \_\_\_\_\_ Rater \_\_\_\_\_ Department Head \_\_\_\_\_ HR/RM Director \_\_\_\_\_

Employee Name: \_\_\_\_\_

Rating Period: \_\_\_\_\_ to \_\_\_\_\_

**EVALUATION SUMMARY**

The summary is to document the employee's overall performance, taking into account all factors and total performance over the full period of service being evaluated. The summary should be consistent with the factor ratings, but there is no prescribed formula for computing the summary rating.

- Exceeds Job Requirements
- Fulfills Job Requirements
- Improvement Needed

Check appropriate recommendations below. The rater's comments section on page 2 must be used to explain all summary evaluations marked "improvement needed", or "exceeds job requirements". The rater's comment section also must be used to explain individual rating factors marked "improvement needed". Attach additional sheets if necessary.

- |                               |                                       |  |
|-------------------------------|---------------------------------------|--|
| I certify that employee has   | <input type="checkbox"/> successfully | <input type="checkbox"/> unsuccessfully completed the probationary period and            |
|                               | <input type="checkbox"/> should       | <input type="checkbox"/> should not be retained in the City Service.                     |
| I recommend that the employee | <input type="checkbox"/> does         | <input type="checkbox"/> does not receive the scheduled step increase or merit increase. |

A Copy of City Sexual Harassment Policy (AP&P 13-39) was provided to employee and discussed.

**Police Department:** A Copy of Police Department Sexual Harassment and non-discrimination policies (General Order 220.02 and 110.03) was also provided to employee and discussed.

Initials: \_\_\_\_\_ Employee \_\_\_\_\_ Rater

**SIGNATURES**

1. **RATER:** This rating represents my best judgment of the employee's performance during this rating period:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Input was solicited from the following supervisors for completion of this rating: \_\_\_\_\_

2. **EMPLOYEE:** I have reviewed my performance rating for the period cited. I  do  do not wish to discuss the rating further with my Department Head. (Note: Employee signature does not necessarily mean concurrence with rating. If employee declines to sign, annotate "signature" line accordingly and forward to Department Head and HR/RM Director.)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

3. **DEPARTMENT HEAD:** I have reviewed and concur with the above rating. The employee  does  does not wish to discuss the rating further with the HR/RM Director. (Discussion with the HR/RM Dir. requires prior discussion with Department Head.)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

4. **HUMAN RESOURCES & RISK MANAGEMENT DIRECTOR:** I have reviewed and approved the above.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**DEFINITIONS**

**Rating Scale:**

- Exceeds Job Requirements:** An employee at this level often exceeds all of the position requirements in a manner indicating full understanding and application of the required functions. The results achieved by the employee are consistently beyond that which would be expected of most employees with similar duties.
- Fulfills Job Requirements:** An employee at this level is meeting job requirements in a manner indicating full understanding and application of all the required functions. The results achieved by the employee are consistent with what would be expected of most employees with similar duties.
- Improvement Needed:** An employee evaluated at this level is performing below job expectations. Some elements of the position may still require considerable supervision and learning before employee's performance meets job requirements. The results achieved by the employee are not consistent with what would be expected of most employees with similar duties. The employee must improve performance in this area to fulfill job requirements.

Distribution: Original - P-EF, CC – Employee, CC – Department, CC - TF