

REGULAR EMPLOYEE PERFORMANCE EVALUATION

Employee	Title
Supervisor	Title

Review Type:	Introductory $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	Annual* for
	∟ ☐ 6-month	(YEAR)

* See "Regular Employee Performance Evaluation Mid-year Follow-up" form for mid-year check, based on a completed "Annual" evaluation.

The employee performance evaluation is intended to:

- serve as a catalyst for a comfortable dialogue between the employee and supervisor so that similar discussions naturally take place throughout the year between formal evaluations;
- be an honest and objective feedback mechanism;
- recognize employee contributions toward organization success through their achievements and job progress;
- help supervisors gain a better understanding of an employee's abilities;
- stimulate employee engagement and improve job performance;
- assess areas where an employee needs or would like to grow in ways that will benefit the organization; and
- reinforce the city's core values both in how the supervisor mentors and assesses their subordinates and in the employee's approach to fulfilling their job responsibilities:

CORE VALUES

Team = two or more people working together harmoniously to achieve a particular

outcome or goal.

Integrity = adherence to ethical principles and right conduct; trustworthiness.

Positivity = emphasizing what is good or commendable; constructiveness; the tendency

to help improve.

Innovation = the act of introducing new things or methods.

CULTURE STATEMENT

Covington is an organization where leaders serve as mentors and commitment runs deep. Leaders will continue to allow team members the space to be dynamic, take informed risks and be innovative. Our drive to be pace setters and collaborate to further this culture will ensure Covington is a high-performing organization.

SUPERVISOR/EMPLOYEE EVALUATION MEETING SIGN-OFF		POST-EVALUATION-MEETING REVIEW (Route after Employee Comments are completed)			
(1)	(2)	(3)	(4) Department	(5) HR	(6) City
Evaluator	Employee	Manager	Head	Manager	Manager
		(1-14:-1-)	(1-14:-1-)	(1-14:-1-)	(Initial)
(Signature)	(Signature)	(Initials)	(Initials)	(Initials)	(Initials)
(Date of Meeting)	(Date of Meeting)	(Date)	(Date)	(Date)	(Date)

new revision of the job description located in Personnel Manager's public drive, detailing specific changes within		
the newly-saved document.)		
PERFORMANCE ASSESSMENT		
General comments regarding employee's job performance based on skills and abilities, accomplishments and		
achievement toward meeting the expectations or objectives established during the past evaluation, and		
assessment of behavioral competencies.		
Describe how has the employee's everyday actions, interactions, and conversations demonstrated (or not) the		
city's core values (team, integrity, positivity and innovation).		
Describe specific areas needing more attention or development.		
Describe angelie areas of strong performance		
Describe specific areas of strong performance.		
EXPECTATIONS AND GOALS		
Expectations and goals for the upcoming review period. Give examples of how these goals can be met (include		
training or other necessary support, if applicable, for the employee to accomplish these goals.		
PROFESSIONAL DEVELOPMENT		
Describe specific activities the employee will do in the next evaluation period as part of their professional		
development (through all means, including on-the-job training, offsite training, web training, etc.).		
development (through all means, including on-the-job training, offsite training, web training, etc.).		

Briefly describe any significant changes in job responsibilities since the last performance review. (Please save a

CURRENT RESPONSIBILITIES

EMPLOYEE COMMENTS (Employee comments need to be returned to supervisor within 7 business days. If			
employee has no comments, they shall write "no comments" below. Employee may also type comments on a			
separate sheet and attach it to this evaluation.)			

SUPERVISOR'S EVALUATION CHECKLIST

(PLEASE DETACH THIS SHEET FROM THE COMPLETED EVALUATION BEFORE PRESENTING TO THE EMPLOYEE)

The areas listed below are suggested for possible inclusion in the evaluation. Please do <u>not</u> attempt to address every item on these lists—<u>focus on the most meaningful for the employee being evaluated, with attention to their particular strengths and areas needing further development such as mentoring, training, and/or educatio). The focus should be on a **meaningful, mutual** discussion—do <u>not</u> merely provide the employee with the document to read. The text provided within the document does not necessarily need to be a formal narrative—it may be provided in a bulleted format with adequate notes to provide the context of the conversation to the reviewers of the evaluation form and for your and the employee's future reference.</u>

GENERAL PERFORMANCE FACTORS	LEADERSHIP PERFORMANCE FACTORS		
 Accountability Accuracy Adaptability/Flexibility Analytical Abilities Autonomy Communication – Verbal or Written Customer Service Dependability Goal Orientation Initiative Integrity Interpersonal Skills Job Knowledge Judgement Organization Organizational Policies, Procedure, and Practices (e.g., safety, wellness, recognition) Proflem Solving Professionalism Work Habits Working Under Pressure/Dealing with Job-Related Stress 	 Adversity (faces and deals with it effectively) Assertive (in an appropriate fashion) Communicates clear expectations Decisive (even when needing to take unpopular position) Motivates/guides others Morale and motivation (aids in maintaining in employees) Ensures training of and mentors employees Recognizes their employees through the city's programs Effectively distributes and manages workload Provides consistent and timely feedback to staff Delegates power and authority appropriately Institutes timely corrective action to improve inappropriate behavior among staff Ensures fair treatment and utilization of staff Strategic planning Considers effects of decisions on available resources and expenditures, as well as morale and appearance to the public Effectively manages conflicts/fosters harmonious working relationships 		
CORE VALUES & CULTURE STATEMENT			

CORE VALUES & CULTURE STATEMENT

TEAM * INTEGRITY * POSITIVITY * INNOVATION

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