



# PERFORMANCE & GOALS EVALUATION

## CITY OF BURIEN

### Purpose

The purpose of the performance review process is to provide a record of the employee's job performance, to encourage professional growth, and to provide an opportunity for open dialogue between employees and their supervisors.

Evaluations should consider, but are not limited to, representative job duties, quality of work, interpersonal skills, previously set goals and future expectations.

### Instructions

#### Section 1:

##### Completed by the Employee

- Short Answer Self-Evaluation
- Checkbox Self-Assessment

#### Section 2:

##### Completed by the Supervisor

- Performance Standards
- Essential Job Functions

#### Section 3:

##### Completed Jointly

- Goals & Action Plan

#### Section 4:

- Additional Comments
- Signatures

### Timeline

#### JANUARY – MARCH 2018

- Employee completes Section 1.
  - Turns in the completed form to his or her supervisor.
  - Prepares for a meeting.
- Supervisor completes Section 2.
  - Provides a copy of the draft evaluation to the department director for review.
  - Prepares for a meeting.
- Supervisor provides a copy of the draft evaluation to the employee 2-3 days before the evaluation meeting.
- Employee and supervisor meet to discuss the evaluation and jointly complete Section 3.
- Supervisor finalizes the evaluation form including any additional comments.
- Supervisor routes for signatures and distributes copies (original to HR; CC supervisor & employee)

**FINAL FORM DUE: FRIDAY, MARCH 30<sup>th</sup> 2018**

## City Values & Definitions

### INNOVATIVE STEWARDS OF PUBLIC TRUST

By **Trust** we mean relying on one another, based on mutual respect and a belief in the positive intent and competence of others . . .

- I fulfill my commitments and deliver results.
- I respect others' thoughts and ideas.
- I perform my tasks to the best of my abilities and encourage the same of others.
- I accept personal responsibility for my work.

By **Integrity** we mean staying true to our values and doing what is right even when no one is looking . . .

- I treat everyone with dignity and respect.
- I do what is ethical in all situations.
- I handle confidential information discreetly and appropriately.

By **Collaboration** we mean working together towards a common goal by sharing knowledge, learning and building consensus . . .

- I support and contribute to group efforts and goals.
- I work to achieve positive outcomes.
- I consider and build on others' thoughts and ideas.
- I utilize individual talents of team members.

By **Service** we mean what each of us does every day to make a meaningful contribution . . .

- I give my best efforts and take pride in all that I do.
- I anticipate needs and take action.
- I treat others as I would like to be treated.
- I am positive and helpful to all.

By **Communication** we mean open, honest, consistent and timely exchange of information leading to a shared understanding . . .

- I clarify and confirm what is expected of me.
- I give and receive constructive feedback.
- I share ideas and information, in a timely manner, to the appropriate party.

By **Excellence** we mean the pursuit of the highest standard . . .

- I use creative solutions and strategies to continually improve.
- I support the importance of life/work balance.
- I celebrate success.

## **Responsibilities**

### **Supervisor's Responsibilities**

Prior to meeting, the supervisor should review the last evaluation form that was prepared to determine if goals were met and whether the items listed in "Areas of Improvement" have been addressed. The supervisor should then prepare responses for discussion with the employee during the current evaluation process. When completing the form, the supervisor should use specific examples of conduct to formulate answers.

### **Employee's Responsibilities**

Like the supervisor, prior to meeting, the employee should review the last evaluation form that was prepared to determine if he or she has achieved the listed goals and whether the items listed in "Areas of Improvement" have been addressed. Thereafter, the employee should prepare responses for discussion with his or her supervisor during the current evaluation process.

### **The Evaluation and Goal Setting Meeting**

The supervisor and employee will meet to discuss the current evaluation. They should meet in an atmosphere that is both private and free of interruptions, and the supervisor should take particular care to make the meeting a priority. There should be an open and honest exchange where each is permitted to state his or her opinion regarding the answer to any section.

### **After the Meeting**

After the meeting, the supervisor will finalize the evaluation form including any additional comments. If an employee disagrees with a particular answer, he or she may note the disagreement on the form or by attaching a separate document. When the form has been completed, it will be signed by the employee, the supervisor, and the department director. The supervisor will provide the original copy to Human Resources, will keep a copy in his or her files, and will provide a copy to the employee.



**PERFORMANCE & GOALS EVALUATION**  
**SECTION 1: Completed by the employee**  
Short Answer Self-Evaluation & Checkbox Self-Assessment

### Employee Information

**Name:** *Click here to enter text.*

**Review Period:** 2017

**Job Title:** *Click here to enter text.*

**Supervisor:** *Click here to enter text.*

### Short Answer Self-Evaluation

**What are my KEY accomplishments this year?**

*Click here to enter text.*

**What significant challenges did I encounter/overcome?**

*Click here to enter text.*

**What skills or knowledge would I like to develop in the coming year?**

*Click here to enter text.*

**What do I enjoy most about working for the City of Burien?**

*Click here to enter text.*

**Additional Comments:**

*Click here to enter text.*

## Checkbox Self-Assessment

Please answer the following questions	Yes	No	Not Sure	Comments
1. Do I know what is expected of me at work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
2. Do I have the support, materials, and equipment I need to do my job well? (Examples: clear direction, access to my supervisor, tools/equipment, training).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
3. Do I understand the mission and goals of my Division and Department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
4. Do I get enough information/training on: <ul style="list-style-type: none"> <li>a. Safety in my workplace</li> <li>b. Proper use of City equipment &amp; tools</li> <li>c. City policies and procedures</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>Click here to enter text.</i>
5. Are there obstacles in my job that make it difficult for me to service my customers at my best?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
6. Have I tried to improve my customer service skills? What particular habits or work modifications have I worked to develop that improve my customer service? Examples: <ul style="list-style-type: none"> <li>• Returning all calls within a goal time</li> <li>• Simplifying a customer process</li> <li>• Improving customer materials</li> <li>• Increasing status reports to colleagues and customers</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
7. Have I tried to improve teamwork and partnerships both within my work group and with other City partners? Examples: <ul style="list-style-type: none"> <li>• Inviting more people to meet &amp; discuss ideas</li> <li>• Increasing communication to other team members</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
8. Have I tried to independently resolve problems without supervisor assistance, while still sharing the results? What do I need to effectively solve problems and make decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
9. Do I understand how my work impacts the organization or community at large?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
10. Do I receive enough feedback about my work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
11. Is there anything additional my supervisor or the City can do to help me perform my job more effectively and be more successful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
12. Is there anything additional my supervisor or the City can do to support my career/ professional development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
13. If you are supervisor or manager: Have I set goals for the coming year that are consistent with the City and Department goals, and have I informed my reporting personnel and kept those goals visible on a routine basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>
14. If you are a supervisor or manager: Have I given regular feedback to all employees about their performance, including directly communicating areas to improve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Click here to enter text.</i>



## PERFORMANCE & GOALS EVALUATION

### SECTION 2: Completed by the supervisor

#### Performance Review & Essential Job Functions

#### Employee Information

**Name:** [Click here to enter text.](#)

**Review Period:** 2017

**Job Title:** [Click here to enter text.](#)

**Supervisor:** [Click here to enter text.](#)

#### Performance Standards

**RATINGS:** E = Exceeds Standards; M = Meets Standards; DN = Does Not Meet Standards

*\*Comments are required for 'Exceeds Standards' ratings and 'Does Not Meet Standards' ratings. Please provide examples when appropriate.*

<b>1. Quality of Work / Dependability /Professionalism</b>	<b>E*</b>	<b>M</b>	<b>DN*</b>
a) Work is accurate and thorough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Uses work time and City resources efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Completes assignments in a timely manner and is responsive to the time constraints of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Is reliable and punctual in attendance and projects a professional appearance appropriate to their position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Accepts accountability for actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

[Click here to enter text. Please provide examples when appropriate.](#)

<b>2. City Core Values/ Judgment/ Initiative</b>	<b>E*</b>	<b>M</b>	<b>DN*</b>
a) Makes practical, common sense decisions appropriate to the situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Contributes to City success and is dedicated to public service and team work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Takes initiative and proactively pursues appropriate action for the best interest of the City.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Displays the City's values of Trust, Integrity, Collaboration, Service, Communication, and Excellence. <i>*Value definitions can be found in the instructions</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Pursues assignments, duties and training to improve individual professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

[Click here to enter text. Please provide examples when appropriate.](#)

<b>3. Interpersonal Communications</b>	<b>E*</b>	<b>M</b>	<b>DN*</b>
a) Establishes and maintains effective relationships, and communicates with respect, empathy, and dignity even in difficult situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Receptive to others, resolving disputes directly and appropriately, in a positive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Written communication is consistently accurate, well-organized, and appropriate for the intended audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Able to present information clearly and persuasively, and responds appropriately to questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Complies with City policies governing professional and appropriate communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Shares information/ideas and actively listens to others' points of view.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

*Click here to enter text. Please provide examples when appropriate.*

## Essential Job Functions

In this section, the supervisor should review the employee's job description, and rate the employee on 3 essential job functions.

<p><b><u>E = Exceeds Standards</u></b>  <i>Is a solid leader, role model &amp; takes ownership in this area. Actively &amp; continuously seeks opportunities to make improvements and a positive difference. Anticipates needs &amp; seamlessly handles them. No supervision or specific direction in this area is needed. *Comments Required</i></p>	<p><b><u>M = Meets Standards</u></b>  <i>Consistently demonstrates enthusiasm, pride &amp; a positive attitude. Demonstrates dependability in this area. Little supervision or specific direction is necessary in this area.</i></p>	<p><b><u>DN = Does Not Meet Standards</u></b>  <i>Performance needs to be improved in this area in order to be considered acceptable. May demonstrate a lack of dependability or accountability. Guidance and specific direction are regularly needed from others. *Comments Required</i></p>
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<p><b>Rating</b>  <input type="checkbox"/> E*  <input type="checkbox"/> M  <input type="checkbox"/> DN*</p>	<p><b>Job Function A:</b> <i>Click here to enter text.</i></p> <p><b>Comments:</b>  <i>Click here to enter text. Please provide examples when appropriate.</i></p>
<p><b>Rating</b>  <input type="checkbox"/> E*  <input type="checkbox"/> M  <input type="checkbox"/> DN*</p>	<p><b>Job Function B:</b> <i>Click here to enter text.</i></p> <p><b>Comments:</b>  <i>Click here to enter text. Please provide examples when appropriate.</i></p>
<p><b>Rating</b>  <input type="checkbox"/> E*  <input type="checkbox"/> M  <input type="checkbox"/> DN*</p>	<p><b>Job Function C:</b> <i>Click here to enter text.</i></p> <p><b>Comments:</b>  <i>Click here to enter text. Please provide examples when appropriate.</i></p>



PERFORMANCE & GOALS EVALUATION  
**SECTION 3: Completed Jointly**  
Goals & Action Plan

**Employee Information**

**Name:** *Click here to enter text.*

**Review Period:** 2017

**Job Title:** *Click here to enter text.*

**Supervisor:** *Click here to enter text.*

**Goals & Action Plan (Set Jointly)**

**Progress on Current Goals:**

*Click here to enter text.*

**Next Evaluation Period Goals and Action Plans:**

*Click here to enter text.*





**PERFORMANCE & GOALS EVALUATION**  
**SECTION 4:**  
Additional Comments & Signatures

**Additional Comments**

Click here to enter text.

**Verification of Review**

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

Draft Evaluation Reviewed by Department Director  YES  NO

Employee Signature		Date	
Supervisor Signature		Date	
Dept. Director Signature		Date	