

ANN ARBOR CITY COUNCIL

Employee Job Performance Evaluation & Appraisal

Name: _____

Job Title: _____

Evaluation Period: _____

Date: _____

Instructions

1. Employees will complete the Self Appraisal form by evaluating performance in each area. Explain reasons for the evaluation in the space between each area. Return your completed form to Council Committee.
2. The Council will complete the Supervisor Review form. The Council should explain the reasons for the evaluation in the comments section under each category.
3. The Council will schedule a performance appraisal interview with you to review job performance and progress toward goals.

Definitions

- ❖ **Excellent:** Indicates exceptional performance that exceeds the requirements of the position and the employee's training and experience level. Written support must be included when using this category.
- ❖ **Above Requirement:** Indicates performance that consistently meets and occasionally exceeds high quality standards for the position. Written support must be included when using this category.
- ❖ **Good:** Indicates a sound grasp of essentials and consistent performance at an acceptable level. Would also indicate that the employee sometimes needs assistance in this area of development.
- ❖ **Needs Improvement:** Indicates adequate performance, but need improvement to meet position standards. Performance improvement during the coming year is required to reach expected level of performance.
- ❖ **Provisional:** Indicates performance that does not meet the minimum requirements for the position.

In all but the most exceptional cases, performance ratings should normally fall between "Needs Improvement" and "Above Requirement". Remember, this is not an A-B-C scale but rather a tool designed to foster productive dialogue related to continuous improvement in job performance.

Oral and Written Communication

Self Review

Supervisor Review

Exel.	Above Req	Good	Needs Imp.	Prov.
<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exel.	Above Req	Good	Needs Imp.	Prov.
<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

- _____ Effectively communicates ideas and obtains acceptance at all levels.
- _____ Understands instructions.
- _____ Responds innovatively and constructively to client needs.
- _____ Communicates with clarity and purpose.

Employee Comments:

Supervisor Comments

Personal Characteristics

Self Review

Exel.	Above Req	Good	Needs Imp.	Prov.
<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does what is right even when not under observation.

Constructive & Cooperative

Mentally alert. Performs well under pressure.

Persistently seeks improvement in self and job.

Willingly accepts criticism.

Supervisor Review

Exel.	Above Req	Good	Needs Imp	Prov.
<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Comments:

Supervisor Comments

Productivity

Self Review

Exel.	Above Req	Good	Needs Imp.	Prov.
<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assumes responsibility.

Works independently without specific instructions.

Effectively plans and organizes priorities to insure efficient use of time.

Completes assignments on time and according to plan.

Adapts work schedule to unplanned priorities and dynamic change.

Supervisor Review

Exel.	Above Req	Good	Needs Imp	Prov.
<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Comments:

Supervisor Comments

Analytical Ability & Judgement

Self Review

Supervisor Review

Exel.	Above Req	Good	Needs Imp.	Prov.
<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

Familiar with organizational goals.

Identifies important issues or problems.

Formulates alternative solutions to problems.

Makes and documents appropriate decisions.

Exel.	Above Req	Good	Needs Imp	Prov.
<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Comments:

Supervisor Comments

Technical Knowledge

Self Review

Supervisor Review

Exel.	Above Req	Good	Needs Imp.	Prov.
<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

Understands basic principles, techniques, and practical fundamentals of current job.

Maintains expertise in field.

Recognizes and promptly advises Council of technical problems.

Practically applies technical knowledge to specific circumstances.

Exel.	Above Req	Good	Needs Imp	Prov.
<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Comments:

Supervisor Comments

Define your top 5 job responsibilities in terms of importance to the City's organizational goals.

1. _____
2. _____
3. _____
4. _____
5. _____

What three things can you do to increase your value to the City of Ann Arbor in the coming year?

1. _____
2. _____
3. _____

What three things can Council do to increase your value to the City of Ann Arbor?

1. _____
2. _____
3. _____

What are your top goals for the next 12 months?

1. _____
2. _____
3. _____
4. _____
5. _____

Internal Use

Base Salary \$ _____
Bonus Award \$ _____
Other Compensation \$ _____

Sick Days Used _____
Vacation Days Used _____

Promotion Yes No
Position
