



City of Venice

Performance Appraisal for Supervisors, Managers & Directors

NAME:

DEPARTMENT:

DIVISION:

POSITION TITLE:

EVALUATION PERIOD: FROM:

TO:

EVALUATION TYPE: END OF PROBATION ANNUAL OTHER

PART I: ESSENTIAL FUNCTIONS

A. Job Description Essential Function #1 (job description attached):

1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

B. Job Description Essential Function #2 (job description attached):

1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

C. Job Description Essential Function #3 (job description attached):

1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

Name:

D. Job Description Essential Function #4 (job description attached):

1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

Additional Function (optional)

E. Additional Job Description Essential Function #

Clear Function E 1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

Additional Function (optional)

F. Additional Job Description Essential Function #

Clear Function F 1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

Additional Function (optional)

G. Additional Job Description Essential Function #

Clear Function G 1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

Name:

PART II: JOB PERFORMANCE MEASURES

A. Personnel Management:

1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

B. Work System, Operations and Resource Management (includes budget development and use):

1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

C. Information Management, Customer Service and Communications (internal & external):

1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

D. Problem Solving and Initiative (including staying current with professional practices):

1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

Name:

E. Compliance with Anti-Discrimination Laws and Policies:

1.0 Unacceptable 2.0 Needs Improvement 3.0 Satisfactory 4.0 Above Satisfactory 5.0 Excellent

Comments:

PART III: PERFORMANCE SUMMARY

CRITERIA	FACTOR RATING				
1-A) Job Description Function #1	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
1-B) Job Description Function #2	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
1-C) Job Description Function #3	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
1-D) Job Description Function #4	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
1-E) Job Description Function #	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
1-F) Job Description Function #	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
1-G) Job Description Function #	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
2-A) Personnel Management	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
2-B) Work System, Operations and Resource (includes budget development and use)	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
2-C) Information Management, Customer Service and Communications (internal and external)	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
2-D) Problem Solving and Initiative (including staying current with professional practices)	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
2-E) Compliance with Anti-Discrimination Laws and Policies	<input type="checkbox"/> 1.0	<input type="checkbox"/> 2.0	<input type="checkbox"/> 3.0	<input type="checkbox"/> 4.0	<input type="checkbox"/> 5.0
TOTALS - NUMBER OF EACH FACTOR RATING:	0	0	0	0	0

Name:

PART IV: GOALS AND OBJECTIVES

A. Achievement of Goals/Objectives for Current Evaluation Period

Goal/Objective #1:

Goal/Objective #2:

Goal/Objective #3:

B. Goals/Objectives for Next Evaluation Period

Goal/Objective #1:

Goal/Objective #2:

Goal/Objective #3:

Name:

PART V: COMMENTS

Supervisor Comments:

Employee Comments:

PART VI: ACKNOWLEDGEMENTS

Supervisor's signature

Date

Department Director's signature

Date

HR signature

Date

Employee's signature

Date

Performance Appraisal for Supervisors, Managers & Directors Guidelines

PART I: ESSENTIAL JOB FUNCTIONS:

As above.

PART II: JOB PERFORMANCE MEASURES

A. Personnel Management:

Relates to people. Ability to train, motivate and develop others. Treats employees fairly and consistently, with sensitivity and awareness. Able to secure trust, respect, cooperation and develop teamwork among employees.

B. Work System, Operations & Resource Management (inc. budget development & use):

Demonstrates fiscal accountability and efficient utilization of resources. Plans and executes budget, saving where possible. May include Worker's Compensation costs, vehicle accident control, security of resources, unit cost and productivity, cost effective human resource and overtime use. Able to conceptualize needs of the unit and organize necessary programs and activities to increase efficiency and effectiveness.

C. Information Management, Customer Service & Communications (internal & external):

Has a facility for written and verbal communications, both on a person-to-person basis and group level. Has good relations with the public and encourages open communications with employees. Maintains a level of courtesy with both external and internal customers. Provides timely responses and follow ups.

D. Problem Solving & Initiative (inc. staying current with professional practices):

Uses appropriate techniques to respond and adapt to new and different situations. Uses creative effort to identifying a solution and follows through to ensure that it remedies the situation. Able to act with no direction when the supervisor encounters a problem. Achieves results consistent with management goals.

PART III: PERFORMANCE SUMMARY:

As above.

PART IV: GOALS AND OBJECTIVES FOR NEXT EVALUATION PERIOD:

As above.