

Employee Performance Log

Employee Name _____

Supervisor Name _____

[illegible]

Performance Interview Planning Checklist

| Preparation | | | | |
|---|--------------------------|--------------------------|--------------------------|----------|
| Interview Planning Checklist Items | Yes | No | Not Required | Comments |
| Has an agenda for the interview been developed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have the objectives and goals been identified for the meeting? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has past performance interview information been obtained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has performance information for the employee been collected from all applicable sources? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have the agenda, objective, goals, etc., for the performance interview been communicated to the employee? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Does the structure of the interview focus on job performance, not personal characteristics? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Does the structure of the interview take into consideration the employee's job description and/or the employee's service description? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have the interview time and place been communicated to all parties involved? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is the location of the interview a positive environment to help the employee feel at ease? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is the time of the interview convenient for all parties involved? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Is there ample time allotted for the interview to ensure that all agenda items can be sufficiently discussed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Execution | | | | |
|---|--------------------------|--------------------------|--------------------------|----------|
| Interview Planning Checklist Items | Yes | No | Not Required | Comments |
| Is the employee at ease and comfortable within the interview setting? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have the agenda, objective, goals, etc., for the performance interview been restated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has the employee been given the opportunity to appraise his or her own performance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have organizational changes that will affect the employee been communicated to the employee? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have possibilities or opportunities for advancement been discussed with the employee? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| When addressing aspects of the employee's performance, were methods for improvement discussed where applicable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has a preliminary list of future performance evaluation criteria been communicated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has the employee been provided with an opportunity to ask questions and to give feedback? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has a verbal summary of the employee's performance been communicated with the employee? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has performance feedback been given, both positive and negative (start with the positive)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has the employee acknowledged the information discussed during the interview by signing a performance document? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Conclusion | | | | |
|--|--------------------------|--------------------------|--------------------------|----------|
| Interview Planning Checklist Items | Yes | No | Not Required | Comments |
| Have the employee's contributions, identified during the interview, been recognized? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has confidence in the employee's performance been adequately communicated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has the performance review been measured and quantified against organizational performance criteria? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Was the interview conducted without bias and were professional ethics/guidelines followed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has an overview of action steps been communicated (including a time frame for completion)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has a written summary of the employee's performance been delivered to appropriate personnel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has a follow-up meeting been set up to discuss open items from the interview? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Has a support and monitoring mechanism been established to assist the employee? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Using a Self Evaluation Tool to Assist in Writing a Performance Evaluation

As you prepare for writing an annual employee performance evaluation, consider soliciting the employee's input before you begin. Their observations and suggestions may help you with specific issues on the evaluation.

Some suggestions:

- Remind the employee you've kept records about their performance, but you may have missed something important. Give the employee an opportunity to highlight any accomplishments over the year and to raise issues they are concerned about.
- Ask for specific examples including accomplishments, improvements they've made in their work flow or duties, letters or emails of commendations they've received, or any training they may have received that you were not aware of.
- Do not ask the employee to fill out an evaluation form on their own and submit it to you. This creates a feeling the evaluation duties are being delegated. If you ask an employee to complete their own evaluation and you do not add significantly to the content, you're probably viewed as lazy or a little cowardly, or both.
- Use a standardized form for gaining employee feedback about their work performance. An example is attached

Employee Self-Evaluation Form**Date:** _____**Employee** _____**Supervisor** _____

This is to confirm our meeting on _____ to discuss your performance over the last _____ months/year and to create a plan for your performance for the coming year.

Your input is essential to the success of our meeting and I value your ideas. Please respond to the following questions in as much detail as possible. I will use this information as I prepare the performance evaluation documents.

Please return this sheet to me by _____ so that I can incorporate your perspectives into the evaluation.

1. What do you consider to be your most significant accomplishments since your last performance evaluation?

2. What were your greatest challenges since your last performance evaluation?

3. What new challenges or goals would you like to pursue in the upcoming rating period?

4. What can the organization or I do to help you improve your performance over the next rating period?

5. Please tell me about anything else that I need to consider in preparing your performance evaluation.

City of xxxxxxxxxxxx
Employee Performance Evaluation

Employee

Position

Period of Evaluation

Evaluator

Position

Date of Evaluation

Evaluation Scale

1-2 = Unsatisfactory

3-4 = Improvement Needed

5-6 Satisfactory

7-8 = Commendable

9-10 = Distinguished

N/A = Not Applicable

Initiative & Resourcefulness – Is effectively self-motivated.
Willingness to do more than required.
Finds better ways to do things. Acts rather than reacts

| U | IR | S | C | D |
|-----|-----|-----|-----|------|
| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
| | | | | |

Comments: _____

Decision Making and Judgment – Demonstrates
willingness to make decisions. Makes sound
decisions in a timely manner. Uses good judgment.

| U | IR | S | C | D |
|-----|-----|-----|-----|------|
| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
| | | | | |

Comments: _____

Dependability and Reliability – Is dependable
and reliable in completing the required tasks. Can
be counted on to help when needed.

| U | IR | S | C | D |
|-----|-----|-----|-----|------|
| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
| | | | | |

Comments: _____

Professional Knowledge – Has the basic knowledge needed to
perform the job and continues education to stay current with any
changes in their profession. Is anxious to learn more about the job
and become a more qualified employee.

| U | IR | S | C | D |
|-----|-----|-----|-----|------|
| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
| | | | | |

Comments: _____

Quality of Work – Work is done in a precise manner. Work is thorough, neat, complete and correct.

| U | IR | S | C | D |
|-----|-----|-----|-----|------|
| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
| | | | | |

Comments: _____

Use of Work Time – Is productive and efficient during work time. Produces a level of work product reasonably expected of the job.

| U | IR | S | C | D |
|-----|-----|-----|-----|------|
| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
| | | | | |

Comments: _____

Relations With the Public – Displays courtesy, diplomacy and sincere interest in helping the public. Works to improve the City/Public relationship.

| U | IR | S | C | D |
|-----|-----|-----|-----|------|
| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
| | | | | |

Comments: _____

Inter-Organizational Relations – Courteous and friendly with fellow employees, and other elected and appointed officials. Available to others without being asked. Works to promote harmonious relations among all city employees.

| U | IR | S | C | D |
|-----|-----|-----|-----|------|
| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
| | | | | |

Comments: _____

Communication Skills – Ability to receive, process and communicate information effectively, including ability to prepare and present written and oral reports clearly, accurately and completely.

| U | IR | S | C | D |
|-----|-----|-----|-----|------|
| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
| | | | 7 | |

Comments: _____

Leadership and Supervision – Makes optimal use of employees. Commitment to high level of employee teamwork, productivity and development. Models expected behavior.

| U | IR | S | C | D |
|-----|-----|-----|-----|------|
| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
| | | | 8 | |

Comments: _____

Organizational Commitment – Seeks opportunities to fulfill the mission of city government. Works to improve efficiency of city government, promote communication and cooperation between the city and the public, and find more ways to serve the citizens of Knoxville.

| U | IR | S | C | D |
|-----|-----|-----|-----|------|
| 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
| | | | 8 | |

Comments: _____

We have reviewed and discussed the employee evaluation:

Date: _____

Supervisor: _____

Evaluation Ranges

| Category | U | IR | S | C | D |
|----------------------|-------|-------|-------|-------|--------|
| Range | 11-27 | 28-49 | 50-71 | 72-93 | 99-110 |
| Total Score | | | | | |
| Pay Increase | 0% | 0-1% | 1-2% | 2-3% | 3-5% |
| Pay Recommendation % | | | | | |

Employee Comments:

Employee Signature: _____ Date: _____