

Idaho Falls PAC 2019

Employee Name _____ Job Title _____
Department _____ Supervisor _____

A. Core Expectations. All expectations and the descriptions of performance must be met consistently to achieve a designated level as described below.

Above & Beyond	(AB)
Good, Competent Performance	(GCP)
Room for Improvement	(RI)
Fails to Improve	(FI)

1. Customer Service: Acts responsively and respectfully with everyone; consistently displays a positive job outlook, identifies customer needs, explains service options to meet those needs, and provides accurate and timely responses to requests; listens carefully and responds courteously; demonstrates pride in providing City services.

Supervisor's Overall Rating for this Category: _____

Supervisor's Comments and Justification for Rating (attach other sheets if needed):

2. Dependability: Follows all instructions and City and department policies and procedures; demonstrates perseverance and timeliness in completing duties and assignments; arrives and begins work on time, works productively throughout work day; recognizes when help is needed and asks for assistance; handles multiple assignments and prioritizes workload to meet expectations; keeps supervisory staff and co-workers well informed on issues, projects, etc.

Supervisor's Overall Rating for this Category: _____

Supervisor's Comments and Justification for Rating (attach other sheets if needed):

3. Continuous Improvement: Seeks innovative methods to improve own performance and/or department operations; identifies ways to improve quality and productivity.

Supervisor's Overall Rating for this Category: _____

Supervisor's Comments and Justification for Rating (attach other sheets if needed):

4. Integrity and Ethics: Consistently maintains professional behavior as a representative of the City in accordance with the City Personnel Manual’s rules of conduct; adheres to legal, ethical and moral standards of City and State government; uses appropriate internal channels to express concerns about City operations; avoids conflicts of interest or using public position for personal gain; conducts self with integrity, honesty and trustworthiness; brings concerns or ideas for improving supervisor’s attention; approaches problems and issues considering the best interests of the City.

Supervisor’s Overall Rating for this Category: _____

Supervisor’s Comments and Justification for Rating (attach other sheets if needed):

5. Safety: Promotes a strong commitment to the City’s safety culture; uses personal protective equipment as needed; assists co-workers if they are not complying with safety measures; demonstrates caution to avoid accidents of all kinds; maintains all City property in accordance with department procedures; proactively prevents unsafe working conditions, behaviors and hazards; and demonstrates knowledge of department safety policies.

Supervisor’s Overall Rating for this Category: _____

Supervisor’s Comments and Justification for Rating (attach other sheets if needed):

6. Teamwork: Displays positive and cooperative behaviors, demonstrates willingness to help and support co-workers and supervisors; recognizes and accepts differences in individuals; identifies reasonable ways to improve work or processes; shares credit with others; exhibits motivation; adapts positively to changes in duties, assignments and work methods.

Supervisor’s Overall Rating for this Category: _____

Supervisor’s Comments and Justification for Rating (attach other sheets if needed):

B. Job-Specific Expectations – Expectations and the descriptions of performance must be met consistently to achieve a designated level as described above.

Above & Beyond	(AB)
Good, Competent Performance	(GCP)
Room for Improvement	(RI)
Fails to Improve	(FI)

1. Job Specific Expectation 1:

Supervisor's Overall Rating for this Category: _____
Supervisor's Comments and Justification for Rating (attach other sheets if needed):

2. Job Specific Expectation 2:

Supervisor's Overall Rating for this Category: _____
Supervisor's Comments and Justification for Rating (attach other sheets if needed):

3. Job Specific Expectation 3:

Supervisor's Overall Rating for this Category: _____
Supervisor's Comments and Justification for Rating (attach other sheets if needed):

4. Job Specific Expectation 4:

Supervisor's Overall Rating for this Category: _____
Supervisor's Comments and Justification for Rating (attach other sheets if needed):

C. Individual Goals – at least two per year (attach other sheets if needed)

Last Year's Goal #1

Supervisor's comments:

Supervisor's Overall Rating for this Category: _____

Last Year's Goal #2

Supervisor's comments:

Supervisor's Overall Rating for this Category: _____

Next Year's Goal #1

Next Year's Goal #2

City of Idaho Falls PAC Summary of Performance

Employee: _____
Department: _____

Job Title: _____
Date: _____

Overall Annual Rating by Category

Core Expectations for Every Employee _____
Job-Specific Expectations _____
Individual Goals _____
Manager/Supervisor Expectations (if applicable) _____

Overall Performance Rating _____

General Comment Section

Supervisor's Comments:

Employee Comments:

The employee's signature signifies the performance review has been conducted, not that agreement or disagreement exists.

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____